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| INFORMATIONAL LETTER |
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TRANSMITTAL: 94 INF-15

TO: Commissioners of
Social Services

DIVISION: Services and
Community
Development

DATE: March 21, 1994

SUBJECT: Family Type Homes for Adults: Resource Materials

SUGGESTED

DISTRIBUTION: Directors of Services
Adult Services Staff
Staff Development Coordinators

CONTACT PERSON: Janet Morrissey (518) 432-2864 Userid: OPM100

ATTACHMENTS: Appendix: Acquiring Materials

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		Parts 485, 486 and 489	SSL Art. 7		

In May and June of 1993, the Department sponsored a series of regional training sessions for local social services district staff entitled "Inspecting for Quality Care in Family Type Homes for Adults". These training sessions, which were presented by the State University College at Buffalo, prompted many questions by local staff. Many participants also expressed a desire to have a comprehensive listing of resource materials pertaining to the FTHA program. This release provides a listing of available materials and how they may be obtained. The remaining questions raised by the training participants will be addressed in a forthcoming Informational Letter.

The following documents are presently available. The appendix attached to this Informational Letter describes how materials may be obtained from the Department Library and The Department's Forms and Publications Unit.

A. Family Type Homes for Adults: A Provider's Manual

A set of seven booklets averaging 30 pages each, which together comprise the Provider's Manual, was published in 1981 by the Department and the Continuing Education Program of the School of Social Welfare of the State University of New York at Albany. Each booklet covers a separate topic including:

- Individual Needs
- Social Needs
- Special Needs
- Physical Needs
- Food and Nutrition
- Money Management
- Home Safety and Management

The booklets were originally sent to each district and should be available from your Staff Development Coordinator. A limited number are currently available through the Department's Forms and Publications Office, although we plan on having more printed in the near future.

B. Training Materials

Several resource documents which are applicable to the Family Type Home for Adults program are available through the Department's Materials Resource Library. These materials, which are discussed below, can be rented free of charge from the Library and must be returned. Each district's Staff Development Coordinator has a catalog of available material.

1. Caregiver Skills For Family Type Home Operators - Access # 1925

This is a curriculum developed by CUNY-Hunter Brookdale in 1988 which

provides an overview of the Family Type Home program, and addresses specific topics, including working with local district caseworker staff, accessing community services available for residents, managing difficult residents and stress management.

2. Managing Difficult Older Clients - Access # 27

While not specifically developed in relation to the Family Type Home program, this printed material may be of assistance to caseworkers and providers. It critically differentiates eight categories of dysfunctional geriatric behaviors by type and relative severity.

3. Community-Based Home Care Services in Adult Care Facilities - Access # 2007

Prepared by Cornell University in 1991, this curriculum emphasizes the role of adult care facilities in the long-term care continuum, understanding community services and how to access them.

4. Inspecting Quality of Care in Family Type Homes for Adults - Access #1997

Developed by State University of New York at Buffalo in 1993, this training program focused on basic caseworker skills in interviewing, monitoring and evaluating quality of care as defined by Part 489 of the Department's regulations which pertain to Family Type Homes for Adults.

Note: In two places (page 87 and the case study on page 116), the training materials on inspection report writing appear to indicate that Family Type Home operators must have current first aid training. Section 489.13(f) of Department regulations only states that "the operator shall complete an approved basic first aid course." It is not necessary for Family Type Home operators to be recertified in basic first aid, they only must complete this training once.

5. Providing Care to Mentally Disabled Residents of Adult Homes - Access # 1963

Developed by CUNY and Brookdale in 1991, this curriculum focused on developing greater awareness of types of mental impairments and treatments. Topics include an overview of the community based mental health care system, and techniques for working with residents with mental impairments

C. Other Materials

The following materials are available directly from the Bureau of Community Services and may be obtained by contacting:

Janet Morrissey
New York State Department of Social Services
Office of Housing and Adult Services
Bureau of Community Services
40 North Pearl Street
Albany, New York 12243

1. Family Type Homes For Adults - Operator's Manual

Published jointly by the Department and Buffalo State College in 1986, this booklet provides a useful guide to Department regulations, the Family Type Home certification process, admitting and discharging residents, resident services, environmental standards, local district responsibilities, and enforcement of regulations. It also contains an appendix of mandatory forms pertaining to the Family Type Home program.

Note: the information on page 42 regarding the special needs fund was changed in 1986. It is no longer necessary for Family Type Home operators to advance money and then be reimbursed by the local district. The current policy and procedure is stated in 88 ADM-15 entitled "Family Type Homes for Adults: Changes to Special Needs Funds."

2. Family-Type Homes for Adults: An Overview

Published in 1981 by the Department and the State University of New York at Albany School of Social Welfare, this 8 page booklet provides an overview of the Family Type Home program and is oriented to potential providers.

Note: On page 2 it is stated that "the purpose is to provide care for two, three, or four individuals." While this statement was true when the booklet was written in 1981, Section 489.2(a) of Department regulations now define a Family Type Home for Adults as an adult care facility established and operated to provide room, board, personal care and supervision to four or fewer adults.

3. Family Type Homes for Adults - Recruitment and Program Maintenance: A Training Curriculum

This training was conducted in 1983 by the State University of New York at Albany and presented a marketing approach to recruitment of Family Type Home providers and strategies to foster and maintain productive working relationships with providers.

4. Caring For Your Adult Residents

This training curriculum was prepared by the State University of New York at Albany School of Social Welfare and covers such topics as:

- Overview of the Family Type Home program
- FTHA Provider Manuals: an overview

- Understanding your elderly resident
- Living with residents with problem behaviors
- Community resources, resident motivation and in-home activities
- Medication
- Conflicts in the home

5. Family Type Home for Adults Recruitment Poster (English only)

6. Family Type Home for Adults Recruitment Brochure (English and Spanish)

D. Regulations, Administrative Directives and Informational Letters

The following regulations, administrative directives and informational letters pertain to the Family Type Home program and are available in each local district office. They may also be requested from the contact representative listed on the cover sheet of this Informational Letter.

1. Regulations:

Part 485 of Department Regulations: Adult Care Facilities - General Provisions.

Part 486 of Department Regulations: Adult Care Facilities - Inspection and Enforcement

Part 489 of Department Regulations: Adult Care Facilities Standards for Family-Type Homes

2. Administrative Directives:

85 ADM-36 Implementation of Revised Regulations for the Family Type Home for Adults Program

88 ADM-15 Family Type Homes for Adults: Changes to Special Needs Funds

89 ADM-22 Residential Placement Services for Adults

90 ADM-25 Chapter 854 of the Laws of 1987: Long Term Home Health Care Program Services Provided in Adult Care Facilities

90 ADM-33 Family Type Homes for Adults: Unannounced Inspection Visits

92 ADM-15 Provision of Title XIX Home Care Services in Adult Care Facilities

3. Informational Letters:

86 INF-18 Family Type Homes for Adults: Responses to Questions Raised by Local Staff

- 86 INF-37 Clarification of Certain Environmental Standards for Family Type Homes (Department Regulation Part 489)
- 87 INF-60 Residential Placement Services for Adults: Revised Definition
- 88 INF-17 Family Type Homes for Adults: Fire Inspection Report
- 88 INF-20 Chapter 854 of the Laws of 1987: Long Term Home Health Care Program Services Provided in Adult Care Facilities
- 90 INF-12 Family Type Homes for Adults: Clarification of Inquiries and Regulations
- 91 INF-31 Family Type Homes for Adults: Revised Waiver Request Process
- 91 INF-55 Family Type Homes for Adults: Clarification of the Use of Space in FTHAs for Other Activities
- 92 INF-18 Family Type Homes for Adults: Special Needs Funds
- 92 INF-25 Family Type Homes for Adults: Clarification of Regulations Regarding Closing Plans
- 93 INF-13 Revision of the DSS-2287: "Notice of Placement Into and Out of a DSS Certified Family Type Home (Congregate Care Level I)"
- 93 INF-17 Family Type Homes for Adults: Closure Without Surrender of Operating Certificate
- 93 INF-24 Model Fire/Safety Inspection

Frank Puig
Deputy Commissioner
Services and Community Development

APPENDIX

Acquiring Materials

Please first check with your Staff Development Coordinator for information concerning ordering practices and procedures

How to access materials from the Materials Resource Center

(Department Library)

A. Reservations and Ordering

Reservations should be made 21 days prior to use. This will allow ample time for confirmation and mailing

The Materials Resource Center (MRC) is open Monday through Friday (except holidays), 8:30 AM - 5:00 PM Orders can be placed by:

- Mailing a copy of the order form (DSS 4317) contained in the MRC catalog, a copy of which is attached to this Informational Letter, to:

Office of Human Resource and Development (OHRD)
New York State Department of Social Services
40 North Pearl Street
Albany, New York 12243;

- Faxing an order form to the MRC FAX (518) 473-8067;
- Local Districts may E-Mail a DSS 4317EL to USERID AW3150;
- Calling the Materials Resource Center at (518) 486-5816; or
- Visiting the Materials Resource Center at:
Room 725
1 Commerce Plaza (99 Washington Ave.)
Albany, NY

No rental fees are charged. The borrower is responsible for the cost of return postage.

Appendix (continued)

Materials may be borrowed for a period of three weeks, unless otherwise specified by the Resource Manager.

B. Purchase of Materials

While most of these materials are not for sale, the Materials Resource Center will make copies of most non-copyrighted materials for patrons who wish to have their own copy. Patrons may also make copies of borrowed materials after requesting and receiving, in writing, permission to copy an item. Patrons who wish to have copies made for them will be charged a per page rate.

The Materials Resource Center will NOT make copies or authorize the making of copies of any copyrighted materials. These items can only be borrowed.

Certain items listed in the MRC catalog are also sold to the general public by the Social Services Resource Center. A complete listing of the items available for sale by the Social Services Resource Center can be obtained by calling (518) 486-5816.

C. Previewing Materials

It is recommended that persons who are unfamiliar with the Center's materials preview audio-visuals prior to their use to determine the appropriateness of the material. Previews may be arranged at the Center or by using the Reservation and Ordering Procedures.

D. Use of Materials

Materials in the MRC may be used wholly, or in part, to create, or supplement, training programs or other educational products.

Materials borrowed from the Center may not be used as part of any profit making or fund raising program.

Any program or product that uses any item from the MRC, whether that use is wholly or in part, must give conspicuous credit to the New York State Department of Social Services and the institution which authored the material. In instances that the material is copyrighted, permission for use should be obtained from the copyright holder and credit given to the copyright holder. If a patron is unsure of the copyright status of any item in the catalog, or is unsure of how to credit the New York State Department of Social Services, they may call the Materials Resource Center for guidance.

Appendix (continued)

E. Mailing

The Center will mail all materials via certified mail, return receipt requested. Shipment to the borrower will be paid by the Center, unless the Resource Manager determines that a handling fee is appropriate. Materials may also be picked up at the Center.

Unless special provisions have been made, materials borrowed must be returned via US Postal Service certified mail or other package delivery service. The borrower assumes complete responsibility for the successful return of all borrowed materials. Return mailing costs are the responsibility of the borrower.

Materials should be posted early enough so that they arrive at the Center no later than the due date. Each order will include a cover letter that suggests a mailing date for timely return. Do not wait until the due date to mail materials back to the Center. Other patrons with scheduled training sessions may be waiting to use the materials.

F. Damage to Materials

Damages to the materials must be brought to the attention of the Center. Borrowers will not be held liable for damage incurred during ordinary use. Borrowers are responsible for lost items and items damaged due to careless handling or improper use. At the Resource Center's option a replacement fee may be charged for items lost or damaged due to careless handling or improper use.

Obtaining Materials Which Are Available From
Forms and Publications

The Forms and Publications ordering form (DSS 876) may be obtained from your Staff Development Coordinator. Requests for materials must include the DSS form number, if any, and/or the title of the publication. Mail the completed form to:

New York State Department of Social Services
Forms and Publications Section
40 North Pearl Street
Albany, New York 12243