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TRANSMITTAL: 95 INF-34

TO: Commissioners of  
 Social Services

DIVISION: Office of  
 Housing and  
 Adult Services

DATE: October 10, 1995

SUBJECT: Family Type Homes for Adults: Investigating  
 Uncertified Homes. Revisions to Residential Placement  
 Assessment Form (DSS-4055) (Rev. 9/95)

SUGGESTED

DISTRIBUTION: Directors of Services  
 Family Type Homes for Adults Coordinators  
 Adult Services Staff  
 Staff Development Coordinators

CONTACT PERSON: Any questions concerning this release should be  
 directed to Thomas Burton at (518) 432-2987.

ATTACHMENTS: Revised DSS-4055 Residential Placement Assessment  
 Form (not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		486			
89 ADM-22		489	Article 7 of SSL		

As you know, local social services districts are responsible for investigating uncertified homes caring for four or fewer adults who appear to be in need of personal care and/or supervision services. The required procedures for conducting these investigations are contained in 89 ADM-22, Residential Placement Services for Adults. As part of the investigation process for these uncertified homes, districts must complete certain sections of the DSS-4055 (Residential Placement Assessment) for each resident of the home and submit the completed forms to the appropriate Regional Office of the Department's Office of Housing and Adult Services (OHAS).

Recent administrative hearing decisions regarding uncertified homes have indicated a need to include more information on the DSS-4055 for the purpose of determining whether or not a home must be certified as a Family Type Home for Adults. In addition to determining whether or not a resident of an uncertified home needs personal care and/or supervision, these hearing decisions require local social services district staff to specify if the operator or someone else is providing the required care. To address this additional requirement, we are issuing a revised DSS-4055, a copy of which is attached to this release.

The revised DSS-4055 will continue to be utilized for two separate purposes. The information contained on the original DSS-4055 is now Section A of the revised DSS-4055. The information in this section has not changed and will continue to be used when the district is providing Assessment and Placement Services to eligible adults residing in their own homes who now require a placement, as discussed in Section IV.B.2 of 89 ADM-22. To capture the information required by the aforementioned hearing decisions, a new section, Section B, has been added to the DSS-4055. Section B of the revised DSS-4055 will be used when the local staff are investigating uncertified homes caring for four or fewer adults who appear to be in need of personal care and/or supervision. Section B will identify resident service needs and identify if the operator of the home or someone else is fulfilling these needs. Section B also will be utilized to obtain brief information regarding possible barriers to certification involving either the physical plant or the operator's intentions regarding the certification process.

As discussed in 89 ADM-22, the investigation of uncertified facilities requires the involvement of the appropriate OHAS Regional Office. Staff from the OHAS Regional Offices are available for consultation or other technical assistance throughout the investigation process. For the OHAS Regional Office which is responsible for your area please consult 89 ADM-22.

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Stuart Feuerstein  
Associate Commissioner  
Office of Housing and Adult Services