



ADMINISTRATIVE RULES OF MONTANA

37.34.616 FAMILY SERVICES: FEDERALLY FUNDED INTENSIVE FAMILY EDUCATION AND SUPPORT SERVICES REQUIREMENTS

- (1) Federally funded intensive family education and support services must be provided in accordance with the performance requirements in this rule.
- (2) A contractor providing federally funded intensive family education and support services must comply with the performance requirements in this rule and the contract.
- (3) Services must be provided in accordance with the general rules governing home and community services for persons with developmental disabilities at ARM 37.34.901, et seq.
- (4) A contractor must be a designated organized health care delivery system.
- (5) All services available through other accessible funding sources must be provided through those sources prior to any expenditure through federally funded intensive family education and support services.
- (6) At least one contact each month with or on behalf of a family for the purpose of providing support coordination, direct services or to provide supervision and consultation to subcontracted personnel must be documented.
- (7) The residential status of each child on the caseload must be reported to the regional manager at the beginning of the fiscal year.
- (8) All possible or actual movement from a natural home or a foster home must be reported to the regional manager as soon as possible.
- (9) Recruitment activities must be done for the purpose of securing and maintaining foster families willing to consider long-term placement, including shared care or back-up foster families, respite providers and emergency placement providers.
 - (a) Recruitment activities and results must be coordinated with the department of family services.
 - (b) Families interested in providing foster care must be screened in cooperation with the licensing agency.
- (10) No more than one person with severe disabilities may be placed in a home.
- (11) A foster family under consideration must meet the child and, when possible, the child's natural parents, and a trial visit must take place prior to the decision regarding placement.
- (12) Documentation of agreements with families and subcontracted personnel to provide paid habilitation services must be maintained.

- (13) Habilitation programs must be carried out in accordance with each child's IFSP.
- (14) A cost projection sheet corresponding to the plan of care must be developed at no less than 6 month intervals. The cost projection sheet must conform to allowable costs and identify funding sources.
- (15) A contractual requirement that intensive family support funds be portable to another qualified intensive family support contractor must be complied with.
- (16) Each family on the waiting list must be contacted at least annually to determine their continuing need for services and provide information and referral.
- (17) Selection for a service opening must be made in accordance with departmental procedures.
 - (a) The department's regional office must be notified of service openings.
 - (b) Each family on the waiting list must be informed of any service openings.
 - (c) Written notice of screening decisions must be provided to interested families. Written notice includes description of the department's procedure for requesting a fair hearing.
- (18) The provision of services to eligible children must be reported on a separate quarterly and final expenditure report for Montana's home and community services program for persons with developmental disabilities.
- (19) The contractor must recruit and maintain an up-to-date list of persons who are available to provide respite care within the geographic area served by the contractor.
 - (a) All persons who are recruited and maintained on the list must receive orientation.
 - (b) Orientation must at the minimum include:
 - (i) familiarization with the contractor corporation and its role in the provision of respite services; and
 - (ii) familiarization with a family information profile form and procedures for using the profile.

Authorizing statute(s): Sec. 53-20-204, MCA

Implementing statute(s): Sec. 53-20-205, MCA

History: NEW, 1995 MAR p. 1136, Eff. 6/30/95; TRANS, from SRS, 1998 MAR p. 3124.