

**DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES**  
**EMERGENCY SERVICES MANAGEMENT COMMITTEE**  
**Guidelines July 2010 to June 2011**

**PURPOSE:**

- Consider requests from the Regions for emergency funding for individuals on the Waiting List, DCFS Age Outs, Court Ordered referrals, and individuals who meet the ESMC criteria for Emergency Waiting List One-Time crisis funding criteria.
- Individuals who are currently in service, and are Requesting Additional Funding (RAS) for existing or new services (ex. residential, day supports) should fund these individuals first from their FY 2011 RAS allocations that have been awarded to the region to fund individuals who have been on the RAS list. These RAS funding requests are to be allocated prior to July 31, 2010. Individuals who require RAS funding over \$5,000 in state dollars, after the regional RAS funds have been expended, should be referred to the ESMC for review and funding. A RAS funding request under \$5,000 in state funds should be addressed at the regional level, if regional RAS funds are available.
- Allocate Committee funds based on decisions about each case, after ascertaining that the Region has considered all possible alternatives and has used all available funding resources. The Regions must have exhausted all their options with available Waiting List and RAS allocations prior to coming to the committee.
- Provide professional and clinical recommendations on difficult cases on which the regions request assistance.
- Make determinations on all requests for admission to the Utah State Developmental Center. These can include recommendation for admission, referral to other resources or suggestions regarding other interventions/supports that might help before an admission decision should be considered.
- When considering funding priorities for Waiting List consumers, the ESMC will typically fund the most critical cases primarily based upon the individual's Needs Assessment ranking. However, the ESMC may override the Needs Assessment ranking order based upon a clinical review by the Committee that indicates a crisis situation that is not clearly identified by the Needs Assessment Score document that shows an immediate need for funding.
- Review Court Ordered placements for appropriateness of referrals, necessity for funding, proposed treatment planning, and approval of suggested Regional funding level.

**COMPOSITION:**

A State Office professional will chair the Committee, appointed by the Division Director. At least one APM staff and one Nurse shall be appointed by the Region Director. Other State Office staff with expertise in behavioral issues, medical and available community resources may be asked to serve. The Utah Health Care Association may provide a representative from the private ICF/MR system to participate as a member of the committee. A consumer and /or parent may be appointed to attend but can not receive a stipend for their attendance. Terms of membership for division staff are not time limited but can change if job duties so necessitate. Terms of membership for members not employed by the division should be reviewed every four years. These members can be re-appointed for additional terms if they are so willing and the approval of the Division Director.

**MEETINGS and REFERRALS:**

- Regular meetings will be held monthly on the first Thursday of the month, with emergency meetings being called as necessary. Access / referral to the Committee should go through the Region Administrative Program Managers for initial review and recommendations.
- Support coordinators may attend by phone or in person to provide necessary information to support their request, when invited by the Committee Chair.

- Prior to screening an individual at ESMC, all community, natural and family resources must be documented, explored and/or exhausted.
- Referrals to the ESMC Committee must be received by Tuesday afternoon of the first week of the month to be considered for the Thursday meeting. Administrative Program Managers should review the ESMC Request for New / Additional Services (RAS requests over \$5,000), DCFS Age-Outs, Court Ordered and Waiting List funding requests to assure that they meet the funding criteria and request the appropriate level of funding. The APM and regional staff should enter their comments and approval on the ESMC referral form.
- Support Coordinators should submit an electronic version of the ESMC referral form for New / Additional RAS services over \$5,000, DCFS Age – Outs, Court Ordered, and Waiting list request prior to the meeting. The referral form should be filled out completely, including the proposed services / supports requested and the projected costs for the current and coming fiscal years. A Worksheet should be attached showing how funding was developed for residential and day programs. A referral should be made for Court Ordered funding requests for review and approval of the committee.
- The Committee meetings will be closed for final decision-making and funding determinations. The Regional Administrative Program Managers will inform the support coordinator of the committee's decision upon receiving the ESMC minutes. A copy of the minutes, regarding the consumer, should be copied to the original ESMC referral form and emailed to the support coordinator for inclusion in the case file.
- Decisions will normally be made by consensus, but if agreement cannot be reached, the Division Director will have the final say. If there is a difference of opinion on the final funding in terms of what the person needs between the Committee, Region and / or support coordinator, for either community or court ordered funding requests, the final approved funding amount will be determined between the Division Director and his /her designee.

**FY 2011 – FY 2012 Referral Criteria for Ongoing (base) Funding:**

**Individuals requesting ESMC funding must meet at least one of the following:**

- Individual must be homeless or in immediate jeopardy of being homeless, and the individuals' Daily Living Skills and Independent Living Skills are such that they would not be able to care for themselves in the community without putting themselves in \*grave danger.
- Individual's parents are deceased and there is no other family member or friend able or willing to provide supports.
- Individual must have severe behavioral problems which jeopardizes their or the families health and safety and poses a \*grave danger to self or other.
- Individual must have severe medical problems which jeopardize their health and safety and there are no other appropriate community alternatives to meet these needs.
- Individual must have documented physical / sexual abuse and / or severe neglect as defined by Adult Protective Services rule.
- Individual has been court ordered into DSPD service

**FY 2011 Criteria for Distribution of One-Time ESMC Waiting List Funding:**

- The ESMC Committee will establish criteria to determining who is eligible for distribution of One-Time Waiting List Crisis State Funding.
- This document will be revised annually based upon the Division's budgets and available One – Time State funds.

**\* Grave danger** = a mortal or terminal threat that seriously threatens the individual's health, life, and/or well-being.

**Well-being** means the failure of a vulnerable adult to obtain food, water, medication, health care, shelter, cooling, heating, safety, or other services necessary to maintain the vulnerable adult's well being when that failure is the result of the adult's mental or physical impairment. Choice of lifestyle or living arrangements may not, by themselves, be evidence of the individual's ability to care for their own well-being.