



State of Connecticut  
Department of Developmental Services

**DDS**

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Operations Center Memo 10-04

To: Private Providers of Residential and Day Services  
Regional Directors

From: Joseph Drexler  
Operations Center Director

Date: September, 2009

Re: **Pooling of Resources to Create Shared Living Residences**

In recent years some individuals and families have combined their DDS allocated resources with one another in order to create out-of-home living arrangements that meet people's needs. In some such settings, up to 24-hour supports have been put in place. Regional case management and resource administration staff are often asked to become involved in supporting these efforts. The purpose of this Directive is to outline the process for individuals and families that wish to pool resources in order to create a shared out-of-home living arrangement.

**I. Requirements for Pooling Resources**

Key components for a resource pooling plan:

1. Individuals who wish to live together.
2. Individuals who have the financial resources\* to create and sustain a shared housing arrangement.
3. Individuals who have the financial resources\* to hire sufficient ongoing support staff & clinical supports.

\*financial resources can include DDS funding allocation, personal or family funds, other benefits or income.

Key limitations for a resource pooling plan:

1. DDS funding to assist with housing costs (Rent Subsidy) and staffing costs (Residential Funding) is limited by budget appropriation. The Planning & Resource Allocation Team (PRAT) in each region determines individual funding allocations based on availability of funds, individual LON level, and urgency of need.
2. The PRAT cannot allocate funds to individuals in an existing shared living or a new shared living, that do not meet the requirements stated above.
3. The region must approve the total budget for the shared living arrangement in order to determine if it is sufficient to operate and maintain the health and safety of all participants.

4. No shared living arrangement can house more than three individuals who need continuous supports in one dwelling due to fire code requirements.
5. The size of any group of individuals pooling resources should be limited to three people and any plans for pooling of resources that involves more than three people would require prior approval by the Regional Director.
6. The shared living arrangement created through the pooling of resources will not be licensed by DDS as a community living arrangement (CLA).

## **II. Individual Home Supports (IHS)**

1. Individual Home Supports used to be known in DDS as “Supported Living”. Individual Home Supports are provided to people in individual or shared homes on an intermittent, or less than 24-hour, basis.
2. Individuals and/or families of three or fewer DDS consumers may pool their resources to create a shared living arrangement and purchase IHS services through a qualified agency or through direct hire, or utilize a live-in companion.
3. Individuals must be capable of emergency evacuation and not require overnight staffing.

## **III. Continuous Residential Supports (CRS)**

1. Shared living arrangement of three DDS consumers or fewer, that is not a licensed CLA setting, but which has staffing in place around the clock, is considered Continuous Residential Supports (CRS). Such living arrangements used to be referred to as “24-hour Supported Living”.
2. Individuals and/or families of three or fewer DDS consumers may pool their resources to create a shared living arrangement with continuous residential supports provided that sufficient financial resources are available to hire enough support staff to maintain the health and safety of all participants.
3. Such homes must be reviewed by DDS prior to occupancy based on the environmental standards in Quality Service Review (QSR) for Continuous Residential Support that mirrors those for CLAs of three or less people. The complete QSR standards for Continuous Residential Supports would apply to ongoing services.

## **IV. Requests for More than Three Persons to Pool Resources**

1. Individuals and/or families wishing to have more than three individuals who need support services (this includes DDS consumers and other persons who need supports) live together in one dwelling through the pooling of resources would have to receive prior approval from the Regional Director. The request can be approved only if **all** of the following apply:
  - a. Sufficient financial resources are available through DDS or other agency funding, or personal funds, to support the housing and service needs of all participants. DDS funding must have been approved and allocated through the PRAT process in accordance with DDS procedures.
  - b. All individuals are fully capable of self-preservation and independent evacuation, which has been assessed / verified by the DDS designated official.
  - c. There is no need for third shift staffing to assist with evacuation, behavioral needs, or skill needs of any of the individuals.
  - d. There is a viable back up support plan when necessary supports or staffing are not available.
  - e. Approval of the dwelling by local authorities.
  - f. The dwelling has 6 or fewer people living in it.
2. Any such setting would be monitored by DDS through QSR as a shared living setting where Individualized Home Supports (IHS) are provided. IHS are intermittent supports that are less than 24 hours.
3. Individuals and/or families interested in settings of more than three people who require 24-hour support would have to be authorized for funding by PRAT to look for openings in existing CLA settings or participate in a CLA development project approved by the region. Any development of larger settings must be done through the RFP process.