

COMMUNITY OPPORTUNITY CENTER  
INITIAL RESIDENTIAL PLACEMENT APPLICATION

(Office use only)

Wait # \_\_\_\_\_

Date/time app. rec'd \_\_\_\_\_

Date fee rec'd \_\_\_\_\_

If assistance is need in completing this application, please contact our office at 734-422-1020.

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security # \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Current Residence: \_\_\_\_\_  
Street City State Zip Code County

Current Managed Care Service Provider: \_\_\_\_\_

\*Primary Diagnosis: \_\_\_\_\_

Secondary Diagnosis: \_\_\_\_\_

Functional Level (IQ Adaptive): \_\_\_\_\_

Medicaid # \_\_\_\_\_ Medicare # \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Guardian & Phone # (if applicable): \_\_\_\_\_

List three people COC can contact in case we are unable to locate you regarding a vacancy:

Name	Address	Phone Number	Relationship
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List the applicant's program and/or job placements in the past five years:

Name	Address	Type of Program	Dates	Contact Person
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Applicant's current employment: \_\_\_\_\_

Days and hours of work: \_\_\_\_\_

How does the applicant get to work/school program? \_\_\_\_\_

List physical disabilities or limitations or adaptive aids applicant uses:


List medical conditions and required care (i.e. diabetes, insulin injections, etc.):


List allergies and type of reaction:


List seizure activity, name type and frequency:

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List behavioral problems - Has there ever been treatment for emotional/behavioral problems of a psychiatric condition? \_\_\_\_\_ If yes, please explain:

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Describe applicant's self care, daily living and communication skills:

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Medications:

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Screening information: Please list prior landlord. (If you have lived away from your family home.)

Name

Address

Phone Number

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Please list all states where you and/or members of your household have previously resided.

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Do you have a criminal history? \_\_\_\_\_ If yes, please explain:

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Have you had a history of or are you currently using illegal drugs? \_\_\_\_\_ If yes, please explain:

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Are you or any member of your household subject to a lifetime state sex offender's registration program in any state? \_\_\_\_\_. If yes, please list the name of the states:

It is our procedure to verify this information using the Dru Sjodin National Sex Offender Database to verify the accuracy of your response. Failure to respond to this question may jeopardize the approval of the application.

Please identify how you became aware of Community Opportunity Center:

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Please list any family members who will be willing to volunteer their time or expertise to COC:

Name

Phone Number

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By signing below I certify the accuracy and completeness of the information provided.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*IEPC, Physician's report or a psychological evaluation with date and type of diagnosis is also required with the application.**



## **GENERAL ADMISSIONS POLICIES**

1. To be considered for all Community Opportunity Center (COC) residential placements, applicants must be a member of Detroit Wayne Integrated Health Network (DWHN), have an active person-centered planning document, also known as an individual plan of service, and be diagnosed with a developmental disability.
2. Along with the COC application, the following supporting documents are also required:
  - Person Centered Plan (PCP)
  - Individual Educational Plan (IEP) if still in school
  - Most Recent Multi-Disciplinary Evaluation Team (MET) document
  - Most Recent Psychological evaluation outlining functioning level

COC utilizes on-site assessments to make placement decisions. The Admissions Coordinator will ensure that these individuals have an opportunity to visit the home or apartment setting in which they are interested. During this visit, the applicant will be assessed for suitability, interest and compatibility with other people in the home.

3. When a vacancy exists, the eligible applicants will be contacted by letter or telephone in the order of the application date. COC will honor written requests from applicants indicating their desire to be notified only of certain types of vacancies.
4. For an applicant to be considered for the vacancy, a response must be returned to COC within five (5) calendar days of receipt of the letter or telephone call. If there is no response, a certified letter will be sent to determine the applicant's intention regarding the vacancy. If COC is unable to contact the applicant, the person designated as the alternate contact will be notified.
5. An affirmative response to the vacancy notice does not ensure placement. It means that the applicant will be considered as a possible candidate for the home.
6. An applicant retains the same place on the Waiting List whether he/she agrees to being considered for the vacancy or decides not to take advantage of the placement opportunity at that particular time. However, he/she must continue to keep records current to remain on active status. If an applicant refuses a vacancy of choice on two separate notices, he/she will be changed to deferred status.
7. The Admissions Coordinator will review all responses. A decision as to whether the applicant should continue in the admissions process will be based on information requested and received from agencies involved with the applicant, the assessment and the outcome of visits to the home. Specific admission criteria for the home that has the vacancy will be considered when determining placement.

8.      The applicant will spend time in the home to determine suitability based on compatibility with others living in the home and where possible, a determination by those living in the home that the applicant will be a positive addition to their home.
9.      If all concerned agree of the placement, the admissions Coordinator will work with the individual's support coordination agency to make a referral to DWIHN for residential placement, determine the proper staffing authorizations and organize the move process.
10.     COC will inform the applicant in writing of the decision regarding placement.
11.     An applicant is not disqualified from consideration for future vacancies if, at any step in the admission process, the applicant is considered ineligible for the current vacancy or the applicant withdraws voluntarily from the process.

## **COMMUNITY OPPORTUNITY CENTER**

### **GENERAL ADMISSION CRITERIA**

1. Primary diagnosis of developmental disability before the age of 21.
2. Minimum of 18 years of age at the time of admission. Exceptions are rare and may be granted only by the Community Opportunity Center's (COC) Board of Directors.
3. Must participate to their fullest capabilities as indicated in their Individual Service Plan (ISP) in one or more of the following activities outside of the residence:

School  
Sheltered workshop  
Community employment  
Volunteer activity  
Day program  
Senior Center

Exceptions may apply if the individual agrees to participate and is in the application process for the activity.

4. Eligible for SSI or have sufficient resources to meet anticipated expenses.
5. The applicant must meet the specific admissions criteria for the residence in which he/she desires to live.
6. Both the applicant and a family member or guardian (when applicable) must agree to and sign all admissions documents as outlined on the "Admissions Checklist" including the Tenant Care Agreement.
7. Admission will not be denied to an individual based on race, religion or ethnic background.

## **PROGRAM DESCRIPTIONS**

1. Senior Housing: Residents must be 55 years of age or older and require specialized senior services. They must be cognizant of normal physiological and neurological changes. The people living at Milburn House may need some assistance or verbal prompts in personal hygiene and self care. They must be able to participate in some housekeeping responsibilities. Their physical condition shall not require ongoing skilled nursing. Milburn is licensed through the Department of Health and Human Services (DHHS) and provides staff 24 hours per day, 7 days per week. The midnight staff is asleep but available as needed.
2. Four or Six Person Group Home: Semi-independent (may need minimal assistance or verbal prompts) in the following areas: personal hygiene, housekeeping skills (bed making, setting tables, etc.) social skills, appropriate behavior (any inappropriate behaviors manageable without physical intervention). Their physical condition must be free from conditions requiring skilled nursing or ongoing hospitalization. This home, Redford Opportunity House (ROH) is licensed through the FIA and provides 24 hour staffing, 7 days per week. The midnight staff is an up-and-awake staff.
3. Ten and Thirteen person Home: Independent (need of verbal prompts are acceptable) in the following areas: personal hygiene, housekeeping skills, communication skills, mobility and social skills. Behavior must not require complex management techniques nor should there be a history of dangerous behavior to self or others. Their physical condition must not require skilled nursing or ongoing hospitalization. Plymouth Opportunity House (POH) and Livonia Opportunity House (LOH) are licensed through the DHHS and provide staffing 24 hours per day, 7 days per week. (The midnight staff may include a person living on the premises at LOH only.) Sleep over staff is available to the residents on an emergency or as needed basis at LOH and POH.
4. Supervised Apartment Living: Independent (requiring occasional verbal prompts acceptable) in the following areas: personal hygiene and self care skills, housekeeping skills, communications skills (including awareness/practice of pedestrian safety), social adaptability (sharing an apartment with another adult), behavior skills are the same as the 10/13 person home listed above, physical condition as listed in the above mentioned homes. Garden City Opportunity Manor (GCOM) is licensed through the DHHS with 24 hour staffing, which includes a sleep over staff who is available on an emergency or as needed basis.



5. Supported Independent Program (SIP): Depending upon the Manager of Comprehensive Provider Network (MCPN), which is the agency from which case management and funding is derived, SIP's vary. In some situations 24 hours of support may be available to the individual who wishes to live with one or two other people, while with other MCPN's those living in a SIP setting would only receive minimum staff support. In either case, the individual must be able to afford his/her living expenses.

**SPECIFIC ADMISSIONS CRITERIA  
SENIOR HOUSING**

Applicant must be at least 55 years old or require the specialized services of the Senior Housing Program. Must be semi-independent in the following areas (need for occasional prompts is acceptable).

1. Personal hygiene and self care skills: bathing, dressing, grooming and toileting.
2. Housekeeping skills: assist with household chores, making bed, cleaning bedroom, setting table, cleaning up after meal, etc.

The following will preclude admission:

1. The need for skilled nursing care.
2. Confinement to bed.
3. Not able to be independent with self-toileting or to independently care for incontinence.
4. History of repeated episodes of psychotic behaviors.
5. Requires complex behavior management techniques.
6. Demonstrates lack of ability or motivation to comply with rules and regulations of apartment home living.

**SPECIFIC ADMISSIONS CRITERIA  
FOUR OR SIX PERSON**

- A. Semi-independent in the following areas (need for some assistance or verbal prompts are acceptable):
1. Personal hygiene and self care skills: Needs only minimal assistance with such skills as bathing, dressing, grooming and toileting.
  2. Housekeeping skills: Needs minimal assistance with such skills as bed making, cleaning bedroom, setting table and cleaning up after meals.
  3. Communication skills: verbal, signing, written, communications board and/or electronic communications device.
  4. Social skills: May require some socializations skill development.
  5. Behavior: Any inappropriate behaviors can be managed by behavior management techniques without the necessity of physical intervention.
  6. Physical condition: Free from chronic medical conditions which would require outside supervision or care; i.e., skilled nursing or ongoing hospitalization.
- B. Independent mobility: walking, wheelchair and/or use of other mobility aids.
- C. Successful completion of a trial placement in our four or six person home may be required.
- D. The following will preclude admission:
1. The need for skilled nursing care or ongoing hospitalization.
  2. Not able to be independent with self toileting or able to independently care for incontinence.
  3. Confined to bed.
  4. History of repeated episodes of psychotic behavior. Behavior requiring physical intervention.
  5. Demonstrates lack of ability or motivation to comply with rules and regulations of group home living.

**SPECIFIC ADMISSIONS CRITERIA  
TEN AND THIRTEEN PERSON HOME**

- A. Candidate must be independent in the following areas (need for verbal prompts are acceptable):
1. Personal hygiene and self care skills: bathing, dressing, grooming, toileting, menstrual hygiene, etc.
  2. Housekeeping skills: making bed, cleaning bedroom, setting table, cleaning up after meals, etc.
  3. Communications skills: verbal, signing, written, communications board and/or electronic communication device; able to use the telephone.
  4. Mobility skills: able to walk.
  5. Social skills: able to interact/relate with other tenants.
  6. Behavior: does not require complex behavior management techniques. Must be free from recent history of dangerous behavior toward self and others.
  7. Physical condition: Must be free from chronic medical conditions which would require outside supervision or care; i.e., skilled nursing or ongoing hospitalization.
- B. Successful completion of a trial placement in the ten or thirteen person program is required.
- C. The following will preclude admission:
1. The need for skilled nursing care.
  2. Confinement to bed.
  3. Not able to be independent with self toileting or to independently care for incontinence.
  4. History of repeated episodes of psychotic behaviors.
  5. Requires complex behavior management techniques.
  6. Demonstrates lack of ability of motivation to comply with rules and regulations of apartment home living.

## **SPECIFIC ADMISSIONS CRITERIA SUPERVISED APARTMENT LIVING**

- A. Candidate must be independent in the following areas (requiring occasional verbal prompts are acceptable):
1. Personal hygiene and self care skills: bathing, dressing, grooming, toileting, menstrual hygiene, etc.
  2. Housekeeping skills: making bed, cleaning bedroom, setting table, cleaning up after meals, etc.
  3. Communications skills: verbal, signing, written, communications board and/or electronic communication device; able to use the telephone.
  4. Mobility skills: able to walk within the community, including awareness/practice of pedestrian safety.
  5. Social skills: sharing an apartment with another adult.
  6. Behavior: does not require complex behavior management techniques. Must be free from recent history of dangerous behavior toward self and others.
  7. Physical condition: Must be free from chronic medical conditions which would require outside supervision or care; i.e., skilled nursing or ongoing hospitalization.
- B. Successful completion of a trial placement in the ten or thirteen person program is required.
- C. The following will preclude admission:
1. The need for skilled nursing care.
  2. Confinement to bed.
  3. Not able to be independent with self toileting or to independently care for incontinence.
  4. History of repeated episodes of psychotic behaviors.
  5. Requires complex behavior management techniques.
  6. Demonstrates lack of ability of motivation to comply with rules and regulations of apartment home living.

**SPECIFIC ADMISSIONS CRITERIA  
SUPPORTED INDEPENDENT PROGRAM (SIP)**

- A. Independent in the following areas (need for only occasional verbal prompts is acceptable).
1. Personal hygiene and self care skills: bathing, dressing, grooming, menstrual hygiene, etc.
  2. Housekeeping skills: making bed, cleaning bedroom, setting table, cleaning up after meals, etc.
  3. Communications skills: verbal, signing, written, communications board and/or electronic communication device; preferably able to use the telephone.
  4. Mobility skills: walking, wheelchair and/or use of other mobility aids. Awareness and practice of pedestrian safety.
  5. Social skills: Able to interact/relate with other tenants. Demonstrate the ability to share an apartment with another adult.
  6. Behavior: Does not require complex behavior management techniques. Free from recent history of dangerous behavior toward self or others.
  7. Physical condition: Free from chronic medical conditions which would require outside supervision or care; i.e., skilled nursing or ongoing hospitalization. Able to self administer own medication.
- B. Successful completion of a trial placement in the supervised apartment program may be required.
- C. The following will preclude admission to the SIP program:
1. The need for skilled nursing care.
  2. Confinement to bed.
  3. Not able to be independent with self toileting or to independently care for incontinence.
  4. History of repeated episodes of psychotic behaviors.
  5. Requires complex behavior management techniques.
  6. Demonstrates lack of ability of motivation to comply with rules and regulations of apartment home living.

**IV. ALTERNATIVE PLACEMENT POLICY**  
**NON Licensed Homes**

Alternative placement for residents will be considered when current placement is demonstrated to be contrary to the needs of the resident.

- A. Examples of rationale for movement to an alternative setting include, but are not limited to the following.
1. Resident expressed desire to seek alternative placement and meets the admissions criteria for services offered at that particular program/home.
  2. The physical accommodations that are necessary to meet the needs of the individual cannot be reasonably achieved in the current placement.
  3. Habitual and severe behavior problem(s) which staff are unable to modify (e.g., self-injury, injury to others, alcoholism, drug abuse, sexual misconduct, stealing, damaging of house and/or community property).
  4. Total incompatibility with other residents.
- B. Every effort will be made to assist the resident in remaining in their current placement before alternative placement to a more suitable setting is considered. Such efforts may include program adjustments such as increased staffing, medical interventions, implementation of approved behavior management plans and assistance from outside agencies.
- C. COC shall provide residents and/or their guardians with a written notice 30 days before alternative placement occurs. The written notice shall include the reason(s) for alternative placement.
- D. A resident may be alternatively placed with less than a 30-day notice if any of the following exists:
1. Substantial risk to the resident due to the inability of the home to meet the resident's needs or ensure the safety and well-being of other residents of the home.
  2. Substantial risk or an occurrence of self-destructive behavior, serious physical assault or property destruction.

- E. If COC alternatively places a resident for any of the above-listed reasons, written notification shall be given not less than 24 hours before the alternative placement occurs. Notice shall be given to the resident and/or designated representative, the responsible agency and the adult foster care licensing consultant. The notice shall include the following: the reason for alternative placement, the options (aside from alternative placement) which have been attempted by COC, and the address of the alternative placement, if known.
- F. Any opposition by family, residents or an advocate to a recommended placement may be appealed, in writing, to the COC Board of Directors.
- G. COC will work cooperatively with the responsible CMH agency in determining emergency alternative placements and will not move a resident until an appropriate setting is located.
- H. A resident may file a complaint with the Department of Human Services and, if they find that the alternative placement improperly occurred, the resident has the option of returning to the home upon the first available bed.
- I. COC shall obtain written approval from the resident or designated representative when moving a resident from one COC home to another.
- J. The individual who is alternatively placed outside of COC may choose to remain on the COC waiting list as a "Former Resident." If so, their original application date on the COC waiting list is retained. When former residents are interested in being considered for placement in a COC facility, they are required to request "Active Status" on the list. They will then be considered for available placement according to the admissions process.



### **Vacancy Policies**

- A. Vacancies for which COC assumes sole (or recommending) control shall be filled from residents in current COC facilities and/or from candidates on the COC waiting list. All candidates on COC's waiting list must also be registered with a managed care provider network (MCPN). Candidates for COC facilities shall be considered chronologically according to the date of receipt of the COC application by the COC office. They cannot be considered if they are not registered with a MCPN. The number so assigned to a COC candidate shall permanently remain this individual's number for initial and subsequent considerations for placement in any and all COC facilities (such consideration subject to the specifics of the admission process for the facility in question, in accordance with the Board approved Criteria, Policies and Procedures). Should a candidate from the COC waiting list be offered placement in a COC facility and not accept such placement, this candidate shall still maintain her/his numerical designation on the list.
- B. Vacancies, which occur in the programs operated by COC under the auspices of Wayne Center, shall be filled according to the following agreement with Wayne Center.

This agreement covers a four (4) year period, beginning September 30, 2000, for direct placement by COC from their established waiting list and an additional three (3) year period of graduated sharing of placement by COC and Wayne Center into COC operated group homes or independent living arrangements, as follows:

Years 1-4: COC has identified up to 170 applicants in need of placement during this period. COC is in the process of prioritizing their existing waiting list to establish a plan for appropriate placement and movement within the group home and independent living programs.

Year 5: 80% of the placements will be selected by COC and 20% by Wayne Center based on their respective priority qualifying factors.

Year 6: 40% of the placements will be selected by Wayne Center and 60% by COC based on their respective priority qualifying factors.

Year 7 and thereafter: Wayne Center and COC will alternate selection of placements of an appropriate person based on their respective priority qualifying factors considering the entire system.

Wayne Center is committed to working with COC's Board and Staff to expand its capacity and capability in semi-independent living situations. Both parties agree to ensure that the staffing requirements will be based on the needs of the individuals being served for all living opportunities.

The selection criteria for all placements within COC operated group homes and individual living arrangements will be based on the agreed upon admission criteria in existence and the compatibility of the individuals for the homes and independent living arrangements.

- C. A candidate who resides in another community placement arrangement is not necessarily excluded from consideration for residency in the COC facility. Consideration shall continue to be by waiting list number and current placement may be one factor by the Committee in determining actual placement in a COC facility.
- D. When a vacancy in a home/program occurs, the Admissions/Alternative Placement Committee will compare/review the needs of present residents who have been recommended by self/parent/staff for a change of residence with the needs of COC applicants. COC residents will be encouraged to move to a less restrictive environment, as their capabilities prove appropriate. Recommendations for utilization of the individual's date of application, and any Extenuating circumstances (family illness, age of parents, etc.) will be considered. All needs being considered, present residents have priority over other applicants in filling vacancies. This practice is consistent with the Corporation's committee to provide current residents With the most appropriate, least restrictive environment available.
- E. When a COC resident moves to an alternate setting and then wishes to move back, with the agreement of the Admissions Committee, that person shall be given first consideration, before other applicants, for the next available appropriate vacancy. If the individual is currently in a COC facility, COC shall provide the necessary supports to maintain the person until a move is possible. If the person is in another facility, COC will work with that program to encourage that necessary support will be provided.

**REFUND AGREEMENT POLICY  
NON Licensed Home**

Residents of COC affiliated homes/apartments must provide a 30-day vacancy notification when the alternative placement is a determination made by the individual and, when appropriate, his/her guardian.

Resident may be bound to the lease contractually and financially depending on the individual lease and circumstance.

The refund amount shall be pro-rated based on the number of days the individual resided in the home during that month.

If proper notification is not received, the resident will be responsible for a full month's rent, which shall be equivalent to 30 days.