



Polus Center New Home Checksheet

INDIVIDUAL INFORMATION

Individual's Name: _____ Service Coordinator: _____
Provider's Name: _____ Area Office: _____
Program Director: _____ Date Effective: _____

- STEP 1: Completed application signed and sent to Admin office for filing
 CORI and DPPC requests completed and sent to Petersham office for processing
- PRE-SCREENING Questionnaire completed and sent to Admin office
 Interview with Program Director complete
 Recommendation from PD to continue
- STEP 2: CORI and DPPC outcome says okay to proceed
 At least two references checked and positive
- PRE-INSPECTION & ORIENTATION Initial home inspection by Program Director and Laurie/Jan
 Potential Provider Orientation training completed (shared living, SRV, Polus, expectations)
 Communication to Chief Operating Officer desire to proceed
- STEP 3: Begin matching process – if not a match with any current referrals, develop profile and send to Admin for Potential Provider file.
 If potential referral, arrange for interview and home inspection by DMR and guardian if applicable
- MATCHING & CONTRACTING Complete a plan for the individual, including family, friends, DMR, Polus (to include potential changes to make the match work, such as changed work hours or home renovations)
 Review and provide copy of Shared Living Guidelines, have provider sign off they received
 Review and provide blank copy of contract, ensure provider is willing to abide by terms
 Review person's ISP and any other relevant documents
 If recommendation to proceed, verify First Aid/CPR certification and send to Admin office
 Complete contracting with DMR, including arrangements for transportation and day program
- STEP 4: Complete and review specific contract for this individual/household. If agreed to, sign and send to Admin office for filing. Leave one copy with provider. This will be updated annually on July 1.
- TRANSITION PLAN Set up a transition plan and schedule, including move date and all related logistics
 Hire additional Direct Care staff if needed (complete Polus Center New Hire process)
 Include the individual, family and friends in this process to ensure smooth transition
- STEP 5: Complete evacuation plan and safety assessment. Review with provider. Send to DMR.
 Review again the person's ISP and other relevant documents, plans, and specific needs
- TRAINING & SAFETY PROTOCOLS Complete all other relevant training, including fire safety and review of DMR/Polus policies
 Create Provider's copy of individual's notebook and Program Director copy. Sign off they received and are willing to abide by all paperwork expectations such as medical and financial records
 Complete Polus Center Change form and send it to Admin office for stipend processing

Program Director signature

Date