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## DAC Level of Support Policy:

The Disability Action Center (DAC) Level of Support (LOS) Policy aims to ensure proper levels of support are provided for all clients while attending programs. Because of the wide range of ability levels, ages, and support needs of our clientele it is necessary to outline the expectations of the levels of support. We recognize that eligibility and approval for Medicaid waiver programs does indicate additional support needs are necessary and are funded through Home and Community Based Services (HCBS), either through agency staffing or self-directed options. The same requirements for support are applied to individuals who are receiving care in Intermediate Care Facilities and attend programs at the DAC. The DAC must be notified of any change in waiver status/eligibility.

**Level of Support recommendations are as follows. Please Initial the Policy that applies to you:**

- IDD Waiver (IDD) and Aged and Disabled Waiver (AD):** Individuals receiving IDD/AD Waiver services should follow the recommendations in their Individualized Program Plan (IPP) that was developed by their waiver team. Once an individual is approved for IDD/AD Waiver, indicating a need for a level of care and services, including Person Centered Support, Respite Support, Job Coaching, Facility Based Day-Hab, and related services, those supports must be provided by either the agency provided or self-directed (family) option while attending DAC programs. This Level of Support **MUST** be followed at all times while at the DAC and attending both on and offsite programs of the DAC. You may be asked to provide your IPP to verify support needs. IDD/AD Waiver clients must follow the DAC Code of Conduct.
- Individuals approved for IDD and AD Waiver but who are on the wait list:** It is **HIGHLY RECOMMENDED** that individuals on a wait list provide the person centered support and/or respite support that would be deemed necessary due to waiver eligibility at all times while at the DAC and attending both on and offsite programs of the DAC. Until the time that Waiver slot is approved individuals will follow the appropriate child or adult LOS policy. If at any time while on the waitlist an individual displays the need for additional support, those supports must be provided. Once waiver slot is approved individuals will follow the IDD/AD Waiver Client LOS policy. Individuals must follow the DAC Code of Conduct.
- Children up to the age 13:** Support staffing/supervision **MUST** be provided at all times while at the DAC and attending both on and offsite programs of the DAC. Parents/Guardians understand and acknowledge that DAC programs are a group setting with limited assistance and children will be attending classes with adults. Children up to the age of 13 must follow the DAC Code of Conduct.

**Minors/Adolescents age 13-17:** Support staffing/supervision is **HIGHLY RECOMMENDED** at all times while at the DAC and attending both on and offsite programs of the DAC. Parents/Guardians understand and acknowledge that DAC programs are a group setting with limited assistance and minors will be attending classes with adults. If incidents occur the Level of Support Policy for adults will be followed. Minors and Adolescents age 13-17 must follow the DAC Code of Conduct

**Adults Clients age 18 or older:** Individuals will be given the opportunity to participate in DAC programming without direct supervision or support staff. If incidents occur showing a need for supervision, inability to participate in a group setting, or violations of the code of conduct, a meeting with the parents/guardian will be held to discuss a Level of Support Plan and may require supervision and staffing of the individual. Adults age 18 and older must follow the DAC Code of Conduct.

**Please note: At any time the DAC staff and board reserve the right to terminate membership/expel from programs individuals who repeatedly break the code of conduct and do not adhere the Level of Support Policy or whose Parents/Guardians fail to follow the Level of Support policy.**

**The DAC has zero tolerance for the following offenses that will lead to immediate removal from programs and termination of membership: battery/assault causing bodily injury, sale or possession of a controlled substance, possession of a dangerous weapon.**

**Level of Support policy refers to all group programs/classes that are listed on the calendar of events and does not apply to individuals who are receiving individualized Career Readiness Services through the WV Division of Rehabilitation where a specific set of standards and support ratios are adhered to by DAC staff.**

**Participant/Client Name** \_\_\_\_\_

**Participant/Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_