

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

**ADVISORY: Abuse/Neglect Reporting Procedures for Individuals
Support Agreements (ISAs)**

No: I.F.ADV.002

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Employee Groups Who Need to Review:

Contract Administration, Public Program Staff,
Case Management Supervisors, Individual and
Family Support Staff, Abuse/Neglect Coordinators

Manual Section: Service Delivery, Human Rights and Legal Responsibilities

Purpose

Clarify the abuse/neglect reporting and investigation requirements for individuals who have Individual Support Agreements (ISA).

Applicability

This advisory applies individuals with an ISA who purchase services from Private Agencies.

This advisory applies to private agencies that contract with DMR to provide Residential, Supported Living or Day services and to private agencies that previously held a contract with DMR to provide Residential, Supported Living and/or Day services, and "converted" that contract to being funded by individual ISAs..

Definitions

OPA: The Office of Protection and Advocacy for Handicapped and Developmentally Disabled Persons.

Individual Support Agreement (ISA) The legal document between the person or their family and the department detailing what Individual Supports will be funded by the department, at what cost and by what method. The document authorizes the Fiscal Intermediary to make payments on the person's behalf according to the support plan and budget.

Private Agency: Agencies funded or licensed by the Department. For the purpose of this advisory, this includes agencies that previously held a contract with DMR to provide Residential, Supported Living and/or Day services, and "converted" that contract to being funded by individual ISAs..

Information

If a private agency that contracts with DMR to provide Residential, Supported Living and/or Day services is providing services and supports to an individual funded through an ISA, that agency must follow all DMR policies and procedures regarding abuse and neglect for that individual. Further, it is to be investigated by the private agency if it involved the action or lack thereof of the staff person employed by the private agency.

If the individual supported by DMR through an ISA hires both a private agency and directly hires other staff, Office of Protection and Advocacy (OPA) will investigate allegations of abuse and neglect that are the result of the actions or lack thereof of the staff person hired directly by the DMR participant.

In those cases where it can not be determined if a private agency was involved or not, the investigating party will be decided by the DMR's Division of Investigations.

For DMR participants who directly hire their own staff who are not affiliated with a private agency, OPA will be responsible for abuse and neglect investigations.

References

I.F.PO.001 Abuse and Neglect

I.F.PR.001 Abuse/Neglect Prevention, Reporting, Notification, Investigation,
Resolution and Follow-up
Addendum to I.F.PR.001 Reporting Verbal Abuse.

I.F.PR.002 Notification of Families of Allegations of Abuse and Neglect

I.F.PR.003 Abuse and Neglect Investigation Recommendation Tracking