



Horizons Specialized Services
Host Home Provider (HHP) Information Packet
2023 Calendar Year

The information contained in this document does not represent a binding agreement, contract, or formal agreement. If Horizons Specialized Services and interested HHP enter into a formal Host Home Provider Agreement additional contracts must be signed by the Host Home Provider and authorized agency representatives.

General Information

A Host Home is a placement option that is similar to “Adult Foster Care”. The Host Home Provider (HHP) receives monthly room and board payments from the individual receiving services and is paid a daily rate by Horizons to provides services specific to the needs of the individual. Placements are arranged by matching the needs and preferences of an individual receiving services to an HHP with common interests. Depending on the needs of the individual and the HHP, some homes are family oriented; some allow for more independent living; some involve a lot of caregiving; and others resemble “roommate” type of relationships.

Regardless of how the arrangement looks, each individual receiving services must have their own bedroom and access to general areas of the home including the living room and kitchen. Up to two individuals can live with a single HHP. The HHP must own or lease/rent their residence.

The ability to provide these services is contingent on Interdisciplinary Team (IDT) agreement, Service Plan authorization, and a signed Host Home Provider Contract.

Reimbursement Rates

SIS Level	Per Day	Estimated Per Year*
Level 1	\$ 47.00	\$ 17,155.00
Level 2	\$ 76.00	\$ 27,740.00
Level 3	\$ 94.00	\$ 34,310.00
Level 4	\$ 115.00	\$ 41,975.00
Level 5	\$ 133.00	\$ 48,545.00
Level 6	\$ 169.00	\$ 61,685.00

*Annual Host Home Provider income is estimated because Host Home Providers are not paid for days that individuals are on vacations or home visits if the individual is gone for the entire 12:00am-11:59pm day. Medicaid is a fee for service model and we cannot bill Medicaid for days that the individual is out of services and thus cannot pay the Host Home Provider for them.

Room and Board Payments/SNAP

The Host Home Provider will receive the monthly room and board payments from individuals residing in their home. The current room and board amount approved by The United States Social Security Administration (SSA) is \$755 per individual.

Eligible individual’s in services will retain their SNAP benefits which are to be used for their benefit and will be managed by the Host Home Provider.

Host Home Provider Responsibilities

- Twenty-four-hour supervision and/or support, as appropriate to the needs of the individual receiving services.

- Provide support and assistance that encourages maximum independence and quality of life.
- Maintain the individual's health and safety by addressing medical needs, emergencies, or illness in a timely manner.
- Participate as an active member of the individual's Interdisciplinary Team (IDT).
- Provide a safe and clean home for the individual.
- Provide food, basic personal items, household supplies, first aid supplies, and certain medical supplies as required by the Personal Needs Funds (PNF) manual.
- Make sure the individual's rights are respected.
- Provide access to activities of the individual's choice (movies, planning/making dinner, going out to eat, shopping, team sports, etc.). This includes providing transportation to these activities and functions.
- Support the individual with money management, personal purchases, and documenting expenditures.
- Complete required agency trainings and certifications and remain up to date on these trainings.
- Hire, train, and pay respite providers as needed. When necessary, required training will be made available by Horizons.
- Complete medication and program related documentation.
- Adhere to the person's Service Plan.
- Obtain and maintain necessary insurance as required by the state including liability, HIPAA, and additional auto coverage.

General Exclusions

Host Home Providers are independent contractors and are not employees of Horizons Specialized Services. As a result, they do not receive any staff benefits including:

- Health/Vision/Dental/Life Insurance
- PTO
- Holiday Pay/Paid Holidays
- Workers Compensation

Application Process

- Complete a Host Home application and submit to Madeline Landgren, Adult Program Director, at mlandgren@horizonsnwc.org.
- Your application packet will be reviewed and a representative will contact you with any questions and to schedule a time to meet with you ("meet and greet").
- A "meet and greet" appointment will include a tour of your home, time to get to know each other and to share information about our program. If necessary, the initial meet and greet may be conducted virtually via Zoom to maintain health and safety during the

covid-19 pandemic. We will also ask some questions in an effort to have as much information as we can to support a good match for a long-term placement.

- Provide documentation of any training that has been completed (i.e. CPR/First Aid, CPI, QMAP, etc)
- Please note that placement matches are not always available right away. At other times they are needed quickly, or we may have more than one placement need at a time. If we do not have an immediate or pending placement that is a good match for you at the time, we will maintain your application in our active HHP application file and contact you with potential matches for your home.