

Wyoming Life Resource Center

Wyoming Department of Health, Behavioral Health Division

WLRC's Canyons Intermediate Care Facility (ICF)

Canyons ICF Admission Guide



Wyoming
Department
of Health

Behavioral Health Division

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This guide is intended for use as a supplement to Wyoming statutes and administrative rules governing admission and care at the Wyoming Life Resource Center (WLRC) Canyons Intermediate Care Facility (Canyons ICF). The content included in this guide is for informational purposes only and is not intended as legal advice.

Please contact the WLRC Admissions, Discharge, Transfer (ADT) Department with questions.

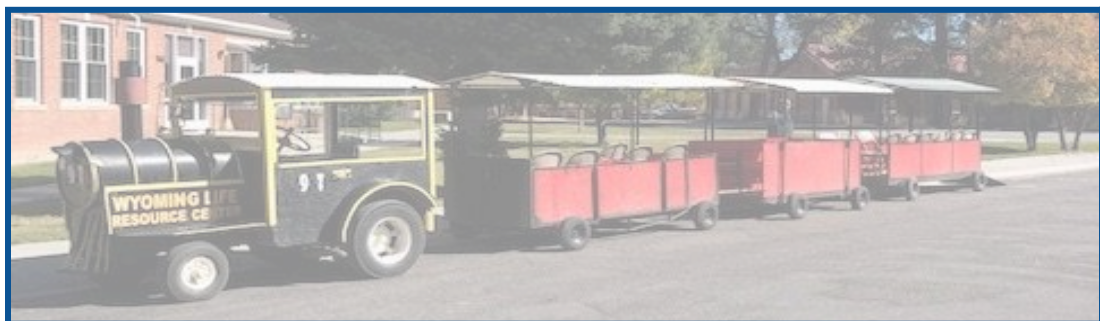
WLRC History at a Glance

The WLRC first opened its doors in 1912 and was named the Wyoming State Training School during its opening. Throughout decades, the facility provided residential care to more than 700 persons with developmental and intellectual disabilities at a time.

In 1990, the United States Congress passed the Americans with Disabilities Act, which had a focus on community reintegration. During the 1990s in Wyoming specifically, *Weston v. Wyoming State Training School* was settled and the case was considered a landmark case because of its requirement to discharge the majority of persons residing on campus due to their ability to live successfully in a less restrictive, community setting. Since that time, only individuals who meet a stringent criteria are admitted to the WLRC Canyons Intermediate Care Facility (ICF).

The entire WLRC campus was dedicated to serving those needing ICF level of care until 2016 when the Wyoming Legislature then enacted a law updating the mission and vision of the WLRC to include a second facility within its campus – The Mountain View Skilled Nursing Facility (SNF). It should be noted that this Manual is specific to Canyons ICF admission. Please contact the WLRC ADT Department for more information on the Mountain View SNF.

Today, the WLRC is meant to be reserved as a safety net facility, meaning that it is the State of Wyoming's obligation to ensure access as a provider of last resort to facility-level services for those individuals who would otherwise be critically endangered or a threat to public health and safety.



WLRC Mission & Vision

Mission

The Wyoming Life Resource Center (WLRC) is a safety net for the citizens of Wyoming. Our mission is to provide high level intermediate and long-term care and services to individuals in Wyoming who are hard to place, have high medical needs, or manifest exceptionally difficult behaviors.

Vision

- To provide access to a wide variety of behavioral health and healthcare services to the most vulnerable people in the State of Wyoming that need intermediate, long-term and/or skilled nursing care who no longer have access to services in their communities;
- To ensure residents' strengths and needs are recognized, supported, and met;
- To provide a safe environment, respect, independence, and ensure the rights of each resident are always protected;
- To create opportunities for the most medically and behaviorally vulnerable people in the State to live more independently in their respective communities by providing compassionate care, a sense of community, and an opportunity to enjoy life in a resident-centered environment;
- To maintain a center of excellence that helps restore individuals in need of short-term assistance to live in less restrictive environments.

Mission of the WLRC Admission, Discharge, Transfer (ADT) Dept.

The mission of the WLRC Admissions, Discharge, Transfer (ADT) Department is to act as a resource for the WLRC campus and the public, to uphold Wyoming state statute and rule with respect to WLRC admission, programming, and discharge. The ADT Department's purpose is to allow for seamless transition for the benefit of the WLRC and current and future residents.

Admission Criteria

The following pages include information on different avenues for admission and how the WLRC Canyons ICF puts administrative rule into practice.

“Regular” Canyons ICF / Institutional Level of Care Eligibility

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 3 (2022) (048.0062.3.07052022)

Rules, Department of Health, *Medicaid*, chapter 46 (2019) (048.0037.46.12202019)

Summary

The Canyons ICF admission criteria aligns closely with Wyoming Department of Health, Division of Healthcare Financing (HCF) Administrative Rule. More often than not, individuals with developmental disabilities who qualify for Medicaid Home and Community-Based Services (HCBS) Waivers can be successful in a home or community setting with the right supports, though there are circumstances where individuals would be more appropriately served in a more restrictive environment. Through the HCF-HCBS Medicaid Waiver eligibility process, individuals are assessed to determine their most appropriate level of care. Level of care is measured with the HCF-HCBS standardized level of care assessment tool.

In the event an individual is already an HCF-HCBS Waiver participant [the individual qualifies for Medicaid assistance, meets level of care requirements, has received an eligible diagnosis], the individual must meet additional criteria for admission to the WLRC Canyons ICF:

1. Have an intellectual disability or related condition – demonstrated as institutional level of exceptionally difficult behaviors [WLRC-Approved Assessment]; *and*
2. Currently be receiving services on the HCF-HCBS Supports Waiver or HCF-HCBS Comprehensive Waiver; *or*

3. Currently be on the waiting list for the HCF-HCBS Supports Waiver; *or*
4. Currently in an institution (Wyoming State Hospital, nursing home, residential treatment facility; with HCF-HCBS eligibility confirmation [HCF-HCBS administrative rule, chapter 46]) and eligible for waiver services upon discharge.

75-Day “Temporary” Eligibility

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 5 (2022) (048.0062.5.07052022)

Summary

Wyoming Statute allows for the WLRC Canyons ICF to admit individuals who would otherwise not qualify because they would be more appropriately served in a less restrictive environment but one is unavailable, for a period of 75-days (Wyoming Statute § 25-5-129).

Temporary services may be appropriate, based on the following:

1. Evaluation for service needs;
2. Recovery from medical procedures requiring follow-up care at the WLRC Canyons ICF;
3. Provision of appropriate services following allegations that the individual admitted for services may be a victim of abuse or neglect;
4. Transition between other service environments; or
5. Provision of disability, therapeutic, and assistive technology services for an individual with a disability [Whether WLRC is able to provide certain supports and devices to improve outcomes].

Waiting List

The following pages include information on WLRC Canyons ICF waiting list protocol and how the WLRC Canyons ICF puts administrative rule into practice.

WLRC is the Most Appropriate, Least Restrictive Environment for You or Your Loved One, What Next?

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 3 (2022) (048.0062.3.07052022)

Summary

The WLRC Canyons ICF has the ability to place successful applicants on a waiting list if any one of the following apply:

1. Services are unavailable due to WLRC facility licensing constraints. Examples include:
 - a. Staffing levels (direct care staff or professional staff).
2. Services are unavailable due to limits imposed by funding.
3. Services are unavailable due to lack of capacity.

WLRC Canyons ICF does not measure the waiting list based on wait time. When WLRC Canyons ICF does accept an applicant onto the waiting list, the applicant will be notified of an available bed at least seven calendar days out from the proposed date of admission. When an applicant is offered admission off of the waiting list, they have three (3) business days (72 hours) to accept the bed availability. When an applicant does not accept the available bed, they will be removed from the waiting list.

Admission Determination, Preparations, & Intake

The following pages include information on admission eligibility confirmation, preparation, and how the WLRC Canyons ICF puts administrative rule into practice.

Pre-Admission Determination

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 3 (2022) (048.0062.3.07052022)

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 2 (2022) (048.0062.2.07052022)

Summary

The WLRC ADT Department can help you determine your chances for eligibility and can assist with completing the application for admission to the WLRC Canyons ICF. Once an application has been determined complete by the WLRC ADT Department, the WLRC Canyons ICF screening team makes a formal recommendation, either for or against admission.

For an application to be considered complete, the WLRC Canyons ICF ADT Department reviews the application and supporting documentation to make a preliminary determination of whether WLRC Canyons ICF can provide for the applicant's needs and if they are likely to benefit from placement. These documents may take the form of background information; valid assessments of functional developmental, behavioral, social, health, and nutritional status; and other documentation pertinent to the applicant's treatment needs. WLRC Canyons ICF ADT Department reserves the right to determine whether an application is considered complete.

Once the application is considered complete, a formal review is completed by the screening team within thirty (30) calendar days. The WLRC Canyons ICF

screening team will make a recommendation for or against placement to the WLRC Facility Administrator within the 30-day time frame.

The screening team is composed of appropriate professionals pursuant to W.S. § 25-5-115. When the screening team recommends against admission to the WLRC Canyons ICF, a denial letter will be sent to the applicant or legal guardian with an option for reconsideration. For more information on requesting reconsideration, please see WLRC Chapter 2 rules. When the screening team recommends admission, the WLRC Canyons ICF will notify the successful applicant or legal guardian of their admission depending on the waiting list or availability for immediate transition. Once notified, the WLRC Canyons ICF will conduct an assessment and assign an interdisciplinary team to the successful applicant and will begin preparations for admission.

Admissions Preparations

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 3 (2022) (048.0062.3.07052022)

Summary

You or your loved one has been approved for admission to the WLRC Canyons ICF! Now, a transition meeting will be scheduled to determine if any additional or updated documentation is needed, where on campus would be most appropriate for housing, detailing the applicant's needs, and other various determinations. In the event the applicant is under the age of twenty-two (22) years, an individualized education program (IEP) is requested from the applicant's home school district. For questions on educational placement, contact your home school district or the Wyoming Department of Education. Various departments on the WLRC campus will be notified of an incoming admittee prior to intake.

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Intake Day

Rules Referenced in Section

Rules, Department of Health, *Wyoming Life Resource Center*, chapter 3 (2022) (048.0062.3.07052022)

Summary

WLRC Canyons ICF staff will greet you, the new resident and guardian (if applicable), and you will be welcomed to campus and transported to housing.

At your new cottage:

Step	Process
1	WLRC Canyons ICF staff will help the new resident get settled.
2	The resident's assigned Qualified Intellectual Disability Professional (QIDP) will provide a tour.
3	The resident's assigned QIDP will review the Resident Rights Handbook and Privacy Practices with the resident.
4	Upon acknowledgement or signature of required documents; documents are transmitted to the WLRC Records Department.
5	The QIDP completes the HCF HCBS level of care assessment tool and turns it into the WLRC Business Office.
6	The QIDP will ensure that the WLRC Business Office completes the New Admit Payroll Document and W-4 (if applicable). Residents have the ability to be paid for work completed on campus. The WLRC Business Office will give this information to the Human Resources (HR) office the same day.

Residence and programming are provided and residents are evaluated periodically for potential discharge readiness.

Thanks for reading!

Please contact the WLRC ADT Department with questions.

Glossary

- Applicant** An individual who is in the process of applying for admission to reside and receive services at the Wyoming Life Resource Center.
- Administrative Rule** Individual state government agencies who have rule making authority granted by the Wyoming State Legislature are responsible for the promulgation and content of rules and regulations.
- "[R]ules and regulations adopted pursuant to statutory authority have the force and effect of law." *Doidge v. State Board of Charities and Reform*, 789 P.2nd 880, 883 (Wyo. 1990).
- Exceptionally Difficult Behaviors** A high level of assaultive or self-injurious behavior in a person with an intellectual disability or organic brain syndrome. These behaviors may include aggression and violent behavior, wandering, sexually inappropriate behavior, self-endangering behaviors or medication noncompliance. The level of behaviors shall be measured by a standardized assessment and pursuant to criteria established by the department [of health] under W.S. 25-5-105(a)(i).
- [W.S. § 25-5-102(b)(xxxii)]
- HCF-HCBS** Division of Healthcare Financing-Home and Community-Based Services Section: The Wyoming Department of Health, Division of Healthcare Financing, Home and Community-Based Services (HCBS) Section oversees HCBS waiver programs for individuals with developmental disabilities, acquired brain injuries, and who are ages nineteen (19) to sixty-four (64) with a physical disability or aged sixty-five (65) plus who need nursing facility level of care. We strive to provide excellent customer service and up to date information to participants, families, providers and other stakeholders.
- ICF** Intermediate Care Facility: "Intermediate Care Facility for Individuals with Intellectual Disabilities" as defined in W.S. § 25-5-102(b)(xxii), means an intermediate care facility for individuals with intellectual disabilities (ICF/IID), which provides active treatment and related services for eligible individuals requiring intermediate care.
- IDT** Interdisciplinary Team: A group that represents the person, the person's family or guardian, or the professions, disciplines or service areas that are relevant to identifying the [resident's] needs, as described in the comprehensive functional assessments and program design. The department [of health] shall provide by rule and regulation for the composition of interdisciplinary teams.
- [W.S. § 25-5-102(b)(xxi)]



- ISP** Individual Service Plan: the written details of the supports, activities, and resources required for the resident to achieve personal goals. The Individual Service Plan is developed to articulate decisions and agreements made during a person-centered process of planning and information gathering.
- Level of Care** The intensity of effort required to diagnose, treat, preserve, or maintain an individual's physical or behavioral status.
- QIDP** Qualified Intellectual Disabilities Professional: A staff who is responsible for integrating, coordinating, and monitoring each resident's active treatment and who possesses a certain level of education and experience.
- Resident** An individual who is placed and resides at the Wyoming Life Resource Center.
- Safety Net Facility** State of Wyoming's obligation to ensure access as a provider of last resort to facility-level services for those individuals who would otherwise be critically endangered or a threat to public health and safety.
- Screening Team** A group of appropriate professionals, appointed by the director [of the Department of Health] pursuant to rules and regulations of the department, and assigned by the [WLRC facility] administrator to perform preliminary testing and assessment of persons for purposes of determining eligibility for services at the [WLRC].
- [W.S. § 25-5-102(b)(xxvii)]
- WLRC** Wyoming Life Resource Center.

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Appendix

External References	
Reference	Link
State of Wyoming Administrative Rules Website	https://rules.wyo.gov/
Wyoming Department of Health, Division of Healthcare Financing, Home and Community-Based Services Section	https://health.wyo.gov/healthcarefin/hcbs/
Wyoming Department of Education	https://edu.wyoming.gov/

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