

Sponsored Residential On-Boarding Toolkit

Dominion Waiver Services understands the importance of having a nurturing and supportive home, where individuals with developmental and intellectual disabilities can live and thrive. Dominion provides the opportunity for individuals to choose a home to live in with other people who are compassionate and focused on dignity and respect.

Dominion invites members of the community, parents, and other family members who are interested in exploring the Sponsor Residential process to come on in and chat with us about the program. Dominion has residential program managers who are available to discuss the process of licensing a home and entering the sponsor residential program.

The Sponsored Residential Toolkit provides a brief overview of the process of becoming a Sponsor provider and getting your home licensed.

Come have a chat!

Dominion Waiver Services residential program managers are available to discuss the program with anyone who is interested in learning more about becoming contracted Sponsor provider. One to one information sessions are available as requested. This is an opportunity for you to learn more about the program and for us to learn more about you! The program manager will answer any questions, provide you with additional information and tools for success, and help you get started with becoming a Sponsor provider.

Submit an Application

You will be provided with a packet at your information session requesting basic information about you and other members of your household. DWS requires an up to date resume, three personal references, permission to complete background checks on everyone in your household over the age of 18, agreement to submit to a TB test for everyone in the household over 18, and commitment to attend all required training. After reviewing the information packet, you will be provided a link to apply through our online application portal.

Participate in a Home Visit

As part of the home evaluation, the DWS residential program manager will visit your home to ensure it meets the requirements of regulations for square footage, accessibility, safety, and health standards, and physical environmental standards. The DWS residential program manager will also provide information and feedback on other regulatory requirements so you may begin preparing your home for next steps.

Complete Training Courses

DWS offers all required training at no cost to the Sponsor provider. Our Sponsored home providers must complete all training required by DBHDS, including direct support orientation, CPR and first aid, behavior management (TOVA), Home and Community Based Services (HCBS), and medication management. (Other training may be required based on the needs of the individual.)

Complete Background Checks

At your first day of training you will be provided information on how to submit your background checks. Background checks are required for everyone in your home over the age of 18. All applicants are screened according to federal and state regulations, and DWS policy including DMV checks, criminal checks, Child Protective Services (CPS) and Adult Protective Services (APS) checks, an assessment of financial resources, and references.

Licensing Preparation Home Visit

Once all background checks, home evaluations, required documentation, and training have been completed, the residential program manager will make a final home evaluation visit to ensure the home is ready to be visited by licensing. The home evaluation checklist will be completed in full with feedback and support to prepare for the licensing visit.

Licensing Home Visit

A licensing representative will schedule a home visit and provide final approval for licensing of the home by DBHDS to provide care as a sponsor residential provider under DWS.

Matching

DWS will support you through the matching process. Your home will be listed as an available licensed sponsor home which will include a photo of the outside of your home and the potential individual's bedroom, a brief bio of the members of your household, pets, and any other information you would like to share with potential participants. Tours will be scheduled providing a chance for individuals interested in the program to see the home, meet you and the family, and decide if they are interested. A subsequent visit will be arranged for those who have expressed interest in a more social setting allowing time for all to get to know one another. From there, a weekend visit may be arranged. Once an individual has chosen your home as their new home, DWS will complete all required documentation for case management and you will be provided the addendum to the contract, which identifies sponsor payment, to be signed by you and DWS as well as an agreement between you and the individual participant.