



Office Use Only:  
Wait #: \_\_\_\_\_  
Date & Time app rec'd: \_\_\_\_\_  
Date fee rec'd: \_\_\_\_\_

## COMMUNITY OPPORTUNITY CENTER INITIAL RESIDENTIAL PLACEMENT APPLICATION

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Managed Care Service Provider: \_\_\_\_\_

Primary Diagnosis: \_\_\_\_\_

Secondary Diagnosis: \_\_\_\_\_

Functional Level (IQ Adaptive): \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Address: \_\_\_\_\_

Father's Phone #: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Address: \_\_\_\_\_

Mother's Phone #: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

Guardian Name (if applicable): \_\_\_\_\_

Guardian Address: \_\_\_\_\_

Guardian Phone#: \_\_\_\_\_ Guardian Email: \_\_\_\_\_



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List 3 people that COC can contact in case we are unable to reach you regarding a vacancy:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the applicant's program and/or job placements for the past 5 years:

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Applicant's current employment: \_\_\_\_\_

Days and hours of work: \_\_\_\_\_

How does the applicant get to school or work? \_\_\_\_\_

List physical disabilities or limitations or adaptive aids applicant uses: \_\_\_\_\_

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List medical conditions and required care (i.e. diabetes, insulin injections, etc.): \_\_\_\_\_

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List allergies and type of reaction: \_\_\_\_\_

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List seizure activity, name, type and frequency: \_\_\_\_\_

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List behavioral problems – has there ever been treatment for emotional/behavioral problems or a psychiatric condition? YES: \_\_\_\_\_ NO: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Describe applicant's self-care, daily living and communication skills: \_\_\_\_\_

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Medications: \_\_\_\_\_

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Screening information – please list prior landlord (if you have lived away from your family home): \_\_\_\_\_

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Please list all states where you and/or members of your household have previously lived: \_\_\_\_\_

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Do you have a criminal history? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please explain: \_\_\_\_\_



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Have you had a history of or are you currently using illegal drugs? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please explain: \_\_\_\_\_

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Are you or any member of your household subject to a lifetime state sex offender's registration program in any state? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please list which states: \_\_\_\_\_

*Please note: it is our procedure to check this information using the Dru Sjodin National Sex Offender Database to verify the accuracy of your response. Failure to respond to the question may jeopardize the approval of the application.*

How did you become aware of Community Opportunity Center: \_\_\_\_\_

Please list any family members (name and phone number or email) that would be willing to volunteer their time or expertise to COC:

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By signing below, I certify the accuracy and completeness of the information provided.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***\*IEPC, Physician's report or a psychological evaluation with date and type of diagnosis will also be required with the application.***

## General Application and Admission Policy

1. To be considered for all Community Opportunity Center (COC) residential placements, applicants must demonstrate a diagnosis of a developmental disability and be receiving support coordination from a clinically responsible service provider (CRSP) such as MORC, STEP, or CLS, through Detroit Wayne Integrated Health Network (DWIHN).
2. Applicants are asked to provide the following placement information, with the help of their support coordinator or family, which is current within one year. Pre-placement information includes, but is not limited to, the following:

Physical exam  
Person Centered Plan/Individual Plan of Service  
Individual Educational Plan (IEP)  
Psychological Report Affirming Diagnosis of Dev. Disability  
COC Application

- COC utilizes on-site assessment visits to help the applicant, their families and residents of the COC home participate in placement decisions. These assessment activities allow the applicant to view the home setting, meet the residents and the staff and participate in activities within the home over several dates. They also provide opportunities for current residents to provide input toward potential new residents moving into their home.
3. When a vacancy exists, the eligible applicants on the COC Active Registration List will be contacted by email or telephone in the order of the application date. COC will honor written requests from applicants indicating their desire to be notified only of certain types of vacancies.
  4. An affirmative response to the vacancy notice does not ensure placement. It means that the applicant will be considered as a possible candidate for the home by the COC Admissions/Alternative Placement Committee.
  5. An applicant retains the same place on the Registration List whether he/she agrees to being considered for the vacancy or decides not to take advantage of the placement opportunity at that particular time, however, records on file with COC must stay current in order to remain on active status. If an applicant refuses a vacancy of choice on two separate notices, he/she will be changed to deferred status.

6. The Admissions Coordinator will review all responses. A decision as to whether or not the applicant should continue in the admissions process will be based on information requested and received from agencies involved with the applicant, the assessment and the outcome of visits to the home. Specific admission criteria for the home that has the vacancy will be considered when determining placement, such as whether or not the home is barrier free and can successfully accommodate an individual with limited mobility.
7. The applicant will spend time in the home to determine suitability based on compatibility with others living in the home and where possible, a determination by those living in the home that the applicant will be a positive addition to their home.
8. The Admissions Coordinator will request any additional records that are needed from the appropriate agencies.
9. If all concerned are in agreement of the placement, the Admissions Coordinator will inform the support coordinator and determine a move date once the proper authorizations have been processed.
10. An applicant is not disqualified from consideration for future vacancies if, at any step in the admission process, the applicant is considered ineligible for the current vacancy or the applicant withdraws voluntarily from the process.
11. The Admissions Coordinator, the person responsible for admissions, will inform the applicant in writing of the decision regarding placement.