Shared Location Flow Chart

(Pre-Portal work) Prior to Requesting Shared Access in the Housing Portal, Requesting Provider Agency contacts Current Provider Agency to ensure the 2nd Participant in the home will be appropriate (See Shared Location Policy).

—NO→ If sharing the home is not found appropriate, the Requesting Provider Agency will look for an alternative home for the Participant.

YES

Both Provider Agencies fill out the DAIL Shared Location Agreement form

(Housing Portal)
Requesting Provider Agency :

- Check Shared Location Requests to ensure a request has not already been submitted.
- Search for the Location in the Housing Portal;
- Click **Request Access**

NO → If the Shared Location Request is Denied during any step of the process, the Location is not shared and an alternative living situation must be found.

YES

Requesting Provider Agency contacts Super User at Current Provider Agency to confirm **Shared Location Access** request was received

Current Provider Agency

The **Super User** will click Shared Location Access button on home screen in Portal. (Status is Guardian Approval)
- Click **Related tab** and upload DAIL Shared Location Agreement form and any other documentation.
- Select **Shared Location Access** record, **Details Tab**, update S**tatus** on guardian field to **Approved.** (Email goes to requesting agency; Guardian Status = Approved)

Requesting Provider Agency

The **Super User** will open **Request Access** Record (Status is Guardian Approved)
- Click **Related Tab** and upload DAIL Shared Location Agreement form and any other documents.
- Click **Details Tab** and **Submit for Approval** (Email goes to Current Provider Agency.)

Current Provider Agency

The Super User will open **Request Access Record**
- Click **Related Tab**, scroll to **Approval History**,
- Click **Approve or Deny** (Email goes to DAIL approvers)

DAIL

The Super User will open **Request Access Record,**
- Click **Related Tab,** review documents
- Scroll to **Approval History**, click **Approve or Deny**

If everything is in order, the Shared Location Request is Approved an email goes to both the current and Requesting Provider Agency Super User, and the Requesting Provider Agency will have access to the Location in the Housing Portal.