

1.0 SETTING

1.1 Does the residential setting isolate individuals from the surrounding community and persons who are not receiving Medicaid HCB services?

Expectation: Individuals do not live in isolated compounds, or settings which limit their potential integration with the community at large.

Related Questions:

Is the residential setting surrounded by fences or high walls, or have closed or locked gates? If yes, please explain the reason for them. YES NO

Is the residential setting among private residences, businesses and community resources? YES NO

Does the residential purposely separate individuals receiving Medicaid HCB services from those who do not? YES NO

Is the residential setting located on the grounds of, or adjacent to, a public institution? *Note: A public institution is an inpatient facility that is financed and operated by a county, state, municipality, or other unit of government.* YES NO

Is the residential setting located on, or adjacent to, a parcel of land that contains more than one State licensed facility? YES NO

Is the residential setting located in a building that is also a publicly or privately operated facility that provides inpatient institutional treatment? YES NO

1.2 Do the residential setting's common areas have a home-like feel?

Expectation: The common areas do not resemble an institution, are comfortable, and encourage social interactions free from undue restrictions.

Related Questions:

Are the common areas decorated in a home-like fashion (paint, artwork, home furnishings etc.)? YES NO

Is there a common living room/social area with home-like furnishings? YES NO

Are individuals free to move around common areas? YES NO

1.3 Is the residential setting traversable by the individuals it serves; does it meet the needs of individuals who require supports?

Expectation: Individuals are able to maneuver through the hallways, doorways, and common areas with or without assistive devices. Supports are available to individuals who require them.

Related Questions:

Are supports provided for individuals who need them to move around the setting independently/as they are able (grab bars, ramps, viable emergency exits etc.)? YES NO

Are appliances and amenities accessible to individuals with varying access needs? YES NO

Can individuals make use of furniture and spaces conveniently and comfortably? (e.g., Tables and chairs at a convenient height) YES NO

Are hallways and common areas accessible to individuals of varying needs? YES NO

Are individuals, or groups of individuals, restricted from areas of the residential setting because it is inaccessible to individuals with specific ambulatory needs? YES NO

1.4 Are visitors restricted from entering the residential setting? Do individuals have a private meeting room to receive visitors?

Expectation: Individuals are able to receive visitors. Visitation is not restricted or hampered by facility policies or practices. Standard visiting hours are posted, and individuals are made aware of after hours visiting policy. Visitors must be allowed outside of standard visiting hours, but restrictions to accommodate other residents, such as limiting visitors to certain areas of the residential setting and observing “quiet hours,” may be imposed. There is a comfortable private place for individuals to have visitors.

Related Questions:

Are visiting hours restricted? If so, explain reasoning for the restriction(s). YES NO N/A

Are visiting hours posted? If Yes, where are they posted? (Please provide a copy) YES NO

Are individuals or visitors required to give advance notice of visitation? YES NO

Are there provisions for private visitation in home-like settings? YES NO

Are individuals allowed to have over night guests, if space and accommodations are available? If no, please explain. YES NO

Please attach or send a copy of the visitor policy and procedures

1.5 Are there areas within the residential setting that an individual cannot enter without permission or an escort?

Expectation: Individuals are able to access all areas of the residential setting unless their safety would be jeopardized, e.g., individuals do not have access to maintenance rooms, janitor’s closets, etc.

Related Questions:

Which areas are individuals restricted from entering? Please provide an explanation.

How are individuals prevented from entering restricted areas (industrial gates, locked door, barriers etc.)?

1.6 Do individuals have access to standard household amenities including appliances?

Expectation: Individuals have independent access to appliances and household amenities in order to complete standard household chores and activities of daily living as appropriate.

Related Questions:

Do individuals have access to a laundry room? YES NO

Do individuals have access to cooking or a food preparation area/space ? YES NO

Are individuals encouraged and supported to do personal chores and housekeeping if they choose? YES NO

- Are residents notified of roommates and changes prior to move in? YES NO
- Does the residential setting alert individuals to the fact their room or roommate preference is available? YES NO
- May married couples choose to share, or not to share a room? YES NO

2.2 *Are the residential setting's rooms home-like?*

Expectation: Individuals' living areas do not resemble institutional settings or wards. Individuals are encouraged and supported to maintain their personal space according to their preferences, and living areas are the appropriate size for the number of residents.

Related Questions:

How many beds are in the bedrooms?

Are the individuals' personal items, such as pictures, books, and memorabilia, present and arranged as the individual desires? YES NO

Do the furniture, linens, and other household items reflect the individuals' personal choices? YES NO

Do individuals' living areas reflect their interests and hobbies? YES NO

2.3 *Do individuals have privacy in their bedrooms and toileting facilities?*

Expectation: Individuals have the right to privacy, including lockable doors to their individual rooms and toileting facilities, unless the individual's physical or cognitive condition means their safety could be compromised if afforded privacy.

Related Questions:

Does the individual's room and bathroom have a locking door? YES NO

Who has keys to access individual's rooms?

Do furniture arrangements ensure privacy? YES NO

Do staff, other residents and visitors always knock and receive permission prior to entering an individual's room or bathroom? YES NO

Do individuals have the option to close their doors when wanting total privacy? If no, please explain reason(s). YES NO

Are cameras present in the residential setting? If so, where? Document where each one is located. YES NO

2.4 *Does the residential setting have a policy and procedure that addresses staff access to individuals' rooms?*

Expectation: Residential setting staff respects the individual's privacy in their room, and is familiar with and properly implements the policy and procedure to enter an individual's room (e. g., knock, ask to enter, and wait for a response, etc.)

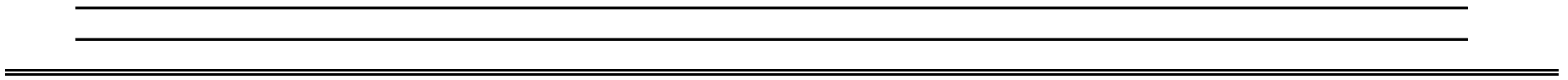
Related Questions:

Under what circumstances would an individual's room be accessed without their permission? Please explain.

Are provisions for access discussed with and agreed to by the individual?

YES NO

Describe the residential setting's privacy and access policy. Please provide a copy.



3.0 MEALS

3.1 *Are individuals required to follow a set schedule for meals?*

Expectation: Individuals have the choice of when to eat.

Related Questions:

- Does the individual have a meal at the time and place of his/her choosing? YES NO
- Are snacks accessible and available anytime? YES NO
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3.2 *Do individuals have a choice of menu items that are consistent with their preferences and meal choices?*

Expectation: Individuals have a choice of what to eat and are offered a substitute meal if they prefer. Posted menus state that alternate meals are available or list the alternate menu selections.

Related Questions:

- How are individual's preferences incorporated into the residential setting's menus?
- Are individuals encouraged and supported to choose from a variety of menu options? YES NO
- Are individuals encouraged and supported to make special menu or meal requests? YES NO
- What restrictions are there for individuals requesting alternate meals?
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3.3 *Do individuals have a choice of where and with whom to eat their meals in the residential setting?*

Expectation: Individuals are given the option to eat in areas other than the dining room, including their private living space, and may choose to eat with persons of their choosing, or alone.

Related Questions:

- Are individuals required to sit in an assigned seat for meals? YES NO
- May individuals eat alone, or with people of their choosing? YES NO
- Do individuals converse during meal time, if they choose? YES NO
- May individuals eat in their private living area or in areas other than a designated dining room? YES NO
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3.4 *Are individuals afforded dignity and respect during meal times?*

Expectation: Individuals are free from unnecessary interventions and rules during meal times which may impinge on their ability to eat and drink with dignity and respect.

Related Questions:

- Are individuals required to wear bibs or other protective equipment? YES NO
- If a resident requests assistance with eating, is staff available to assist so the individual is not embarrassed at meal time? YES NO

4.0 ACTIVITIES AND COMMUNITY INTEGRATION

4.1 *Are individuals supported and encouraged to move freely outside of the residential setting?*

Expectation: Individuals have full access to the community and are allowed to come and go from the residential setting, as they desire, unless the individual's safety would be jeopardized. Reasons to restrict movement are documented in the individual's record. Attempts to mitigate safety issues prior to revoking an individual's right to freedom of movement are documented.

Related Questions:

Does the residential setting impose a curfew, or otherwise restrict individuals' ability to enter or leave the residential setting as they are able? YES NO

Are individuals able to come and go from the residential setting and its grounds as they are able? YES NO

Can individuals engage in community and social activities of their preference outside of the residential setting as they are able? YES NO

Does the residential setting provide accessible transportation so individuals may access the community? YES NO

Is transportation provided or arranged by the residential setting to community activities? YES NO

How does the residential setting organize appropriate transportation to community activities?

Do individuals have access to public transportation? YES NO

Does the residential setting offer training to individuals on how to use public transportation? YES NO N/A

Are public transport schedules and contact information readily accessible to individuals? YES NO N/A

Do individuals with physical accessibility needs have access to accessible transportation? YES NO

Describe and provide a copy of the residential setting's policies and procedures regarding transportation to community activities.

4.2 *Are individuals made aware of community activities via a community board, flyers, etc.?*

Expectation: Individuals have the opportunity, but are not required, to participate in scheduled and unscheduled community and social activities. An activities calendar is posted in a common area of the residential setting. Individuals are consulted in selecting, planning and scheduling organized activities.

Related Questions:

Do individuals exercise choice in determining community-based activities (related to objectives in their service plan) in which they will participate? YES NO

How does the residential setting facilitate individual access to community activities?

Where is the activity calendar posted? Attach or send a copy of a picture.

How often is the activity calendar updated?

Does the residential setting organize activities, including wellness activities, or facilitate access to activities of individuals' choosing? YES NO

Do individuals shop, attend religious services, schedule appointments, meet family and friends, etc., in the community and at their will and convenience? YES NO

Do individuals in the residential setting talk about social and community activities? YES NO

Are individuals required to participate in group or individual activities? YES NO

Are individuals encouraged to participate in activities? YES NO

4.4 *Are individuals supported and encouraged to create their personal daily schedules (e.g., decide when to wake up, go to bed, go to the movies, the mall, religious events, etc.)?*

Expectation: Individuals are allowed to choose how to spend their day including sleeping schedule (i.e., wake up and bedtimes, scheduled or unscheduled naps). Individuals are allowed to vary their schedule at will in accordance with their person-centered plan.

Related Questions:

How does the residential setting ensure an individual knows they do not have to conform to a prescribed schedule for activities of daily living and social activities?

Are individuals encouraged and supported to create a personal activities schedule? YES NO

Are individuals encouraged and supported to initiate and create activities of their choice? YES NO

Do individual schedules vary from others? YES NO

Do any residential setting policies or practices inhibit individuals' choice? YES NO

If the residential setting is representative payee, are individuals included in the decision making related to finances as they are able? YES NO

5.2 *Are individuals provided appropriate information/resources on how to file an anonymous complaint?*

Expectation: Information is available to individuals on how to file an anonymous complaint. Telephone numbers for the Department of Health and Environmental Control, Long-Term Care Ombudsman and other regulating bodies, and information for reporting Abuse, Neglect and Exploitation are posted in a common area of the residential setting.

Related Questions:

How does the residential setting make information about how to register an anonymous complaint available to individuals?

Is information about filing complaints posted in obvious and accessible areas? YES NO

5.3 *Are individuals free from coercion?*

Expectation: Individuals have the right to live in an environment free from coercion, and to exercise their right to choice and self-determination.

Related Questions:

Are individuals allowed to voice grievances to the residential setting staff, public officials, the ombudsman, or any other person, without fear of reprisal, retaliation, restraint, interference, or coercion? YES NO

How does the residential setting ensure residents are allowed to voice grievances without fear of reprisal, retaliation, restraint, interference, or coercion? Please explain or provide a copy of the setting's policy and procedure on grievances.

Do individuals in the setting display different personal styles, haircuts, etc.? YES NO

5.4 *How does staff treat individuals?*

Expectation: Staff treats individuals in a dignified manner.

Related Questions:

Do staff greet and chat with individuals? YES NO

Are the needs met for individuals who need a hearing aide, eyeglasses, walkers, or other assistive devices? YES NO

Does the staff verbally communicate with individuals in a loud tone of voice? If yes, please explain. YES NO

Does staff converse with individuals while providing assistance or services and during the course of the day? YES NO

Do staff talk to other staff in front of individuals as if the individual is not there? YES NO

Does staff address individuals in the manner they like to be addressed? YES NO

5.5 *Are individuals' choices incorporated into the services and supports they receive?*

Expectation: Individual choices are accounted for and honored unless the individual's safety would be jeopardized and in accordance with the person-centered plan.

Related Questions:

Does staff ask the individual about their needs and preferences? YES NO

How are individuals made aware of the process for making service request service requests?

Is individual choice facilitated such that the individual feels empowered to make decisions? YES NO

Do individuals have the option to choose from whom they receive services and supports? YES NO

How are individual requests accommodated?

5.6 *Are individuals, or their representatives, active participants in the development of, and updates to, the plan of care / service plan?*

Expectation: Individuals and/or their representatives are active participants in the service planning process. Planning meetings occur at times convenient to the individual/representative.

Related Questions:

How does the setting post or provide information to individuals/representative(s) about how to request and schedule a planning meeting?

Was the individual/representative(s) present during the last plan meeting? YES NO

Do individuals participate in their plan meetings? YES NO

Is the individual's input reflected in the service plan? YES NO

Section 5 -COMMENTS AND ADDITIONAL INFORMATION:

6.0 OTHER

6.1 *Is there a legally enforceable agreement between the residential setting and the individual who resides there?*

Expectation: The individual has the same landlord/tenant protections, is protected from eviction, and afforded the same appeal rights as persons not receiving Medicaid HCB services.

Related Questions:

Does the individual have a lease, or for settings in which landlord/tenant laws do not apply, a residency agreement? Please provide YES NO
a copy of the current agreement.

How are individuals made aware of their housing rights?

How are individuals made aware of the process of relocating and requesting new housing?

6.2 *How are modifications to the HCBS settings requirements addressed and documented?*

Expectation: Modifications to the HCBS settings requirements are supported by an assessed need and justified in the individual's service plan/care plan.

Related Questions:

What factors are considered before restricting an individual's rights?

Does the setting prepare documentation if an individual's rights have to be restricted? If yes, what type? YES NO

Does the individual provide informed consent for the modification or restriction? YES NO

How often is the restriction reviewed to determine if it is still needed?

Section 6 - COMMENTS AND ADDITIONAL INFORMATION:
