

## HCBS Settings Additional Review Assessment Tool Non-Residential

Provider Name/Provider ID:

Site Name/Site ID:

<b>Characteristic 1: The setting is integrated in and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</b>	
<b>Indicators</b>	<b>Comments/Notes</b>
<ul style="list-style-type: none"> <li>▪ Setting is not located in a facility that provides inpatient treatment</li> <li>▪ Setting is not located on the grounds of or adjacent to a public institution</li> <li>▪ Is physically accessible</li> <li>▪ Setting is in a location that facilitates integration with the greater community (residential, restaurants, businesses, etc.)</li> <li>▪ Services are provided in an area that is fully integrated (same as individuals not receiving HCB services)</li> <li>▪ Individuals are allowed the freedom to move about inside and outside of the setting</li> <li>▪ At any time, individuals can come and go</li> <li>▪ Individuals can have visitors at any time.</li> <li>▪ Visitors are welcomed and encouraged</li> <li>▪ Schedules are individualized and focus on the needs and desires of the individuals</li> <li>▪ Setting does not restrict knowledge of or access to information regarding age-appropriate activities</li> <li>▪ Setting has activities that facilitate the process for individuals to pursue work as an option</li> <li>▪ Setting provides individuals the opportunity to participate in negotiating their work schedule, break times, and benefits to the same extent as individuals not receiving HCB services</li> <li>▪ Setting facilitates the opportunity for individuals to control personal funds</li> <li>▪ Setting informs individuals they are not required to sign over their paycheck to the provider</li> <li>▪ Setting provides contact information and access to training on the use of public transportation (schedules and contact info is available in a convenient location)</li> </ul>	
<b>Remediation Plan Information (CAPs, areas to verify)</b>	<b>Comments/Notes</b>
<b>Policy/Training/Incident Report/Document Review</b>	<b>Comments/Notes</b>

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**Characteristic 2: The setting is selected by the individual from among setting options, including non-disability specific settings and an option for a private unit in a residential setting. The settings options are identified and documented in the person-centered plan and are based on the individual’s needs, preferences, and, for residential settings, resources available for room and board.**

Indicators	Comments/Notes
<ul style="list-style-type: none"> <li>▪ Setting reflects individual needs and preferences</li> <li>▪ Setting does not restrict access to non-disability settings (YMCA, volunteering, etc.)</li> </ul>	
Remediation Plan Information (CAPs, areas to verify)	Comments/Notes
Policy/Training/Incident Report/Document Review	Comments/Notes

**Characteristic 3: The setting ensures an individual’s rights of privacy, dignity, respect, and freedom from coercion and restraint.**

Indicators	Comments/Notes
<ul style="list-style-type: none"> <li>▪ Individual information is kept private (nothing personal posted)</li> <li>▪ Staff do not talk to other staff about individuals in the presence of other individuals or in the presence of an individual as if they were not present</li> <li>▪ Staff communicate and interact with individuals respectfully and in the manner in which they would like to be addressed</li> <li>▪ Communication is conducted in a way the individual understands</li> <li>▪ Individual supports and plans are specific to the individual</li> <li>▪ Individual supports and plans are not restrictive to the rights of other individuals receiving supports in the setting</li> <li>▪ Individuals and their representative grant informed consent prior to the use of restraints or restrictive interventions</li> <li>▪ There is a secure place for the individuals to store personal belongings</li> <li>▪ Information about filing a complaint is made available to individuals and they are informed on how to make a complaint</li> <li>▪ Individuals receive personal assistance as desired and in private as appropriate</li> </ul>	
Remediation Plan Information (CAPs, areas to verify)	Comments/Notes

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<b>Characteristic 4: The setting optimizes, but does not regiment individual initiative, autonomy, and independence in making life choices, including but not limited to, daily activities, physical environment, and with whom to interact.</b>	
Indicators	Comments/Notes
<ul style="list-style-type: none"> <li>▪ There are no gates, Velcro, locked doors, fences, or other barriers preventing entrance or exit from certain areas of the setting</li> <li>▪ Setting posts information on individual rights</li> <li>▪ Setting allows the individual to engage in age appropriate legal activities (drinking, smoking, voting)</li> <li>▪ Setting supports indoor and outdoor gathering spaces, large group and solitary spaces, as well as stimulating and calming activities</li> <li>▪ Setting provides opportunity for tasks and activities that matches skills, abilities, and desires</li> <li>▪ Individuals can choose with whom to do activities, in or outside the setting, and participation is voluntary</li> <li>▪ Individuals can have a meal/snacks at a time and place of their choosing</li> <li>▪ Setting provides full access to a dining area with opportunity to converse with others</li> <li>▪ Setting provides an alternative meal and/or private dining if requested by the individual</li> <li>▪ Individuals have access to food at any time</li> <li>▪ Dignity is afforded to diners (not required to wear bibs)</li> <li>▪ Any modification or restrictions are supported by an assessed need and justified in the person-centered service plan</li> <li>▪ Documentation notes the positive interventions and supports used prior to any plan modifications</li> <li>▪ Documentation notes less intrusive methods of meeting the needs of the individual that were used prior to plan modifications</li> </ul>	
<b>Remediation Plan Information (CAPs, areas to verify)</b>	<b>Comments/Notes</b>
<b>Policy/Training/Incident Report/Document Review</b>	<b>Comments/Notes</b>

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<b>Characteristic 5: The setting facilitates individual choice regarding services and supports, and who provides them.</b>	
<b>Indicators</b>	<b>Comments/Notes</b>
<ul style="list-style-type: none"> <li>▪ Setting does not restrict services, providers, or supports available</li> <li>▪ Individuals can update or change their preferences at any time</li> <li>▪ Setting posts or provides information to individuals about how to request additional HCBS services or how to change their current HCBS services</li> <li>▪ Individuals receive support in developing plans to support their needs and preferences</li> <li>▪ Staff is knowledgeable about the capabilities, interests, preferences, and needs of the individuals</li> <li>▪ Individuals are supported to make decisions and exercise autonomy to the greatest extent possible</li> </ul>	
<b>Policy/Training/Incident Report/Document Review</b>	<b>Comments/Notes</b>
<b>Policy/Training/Incident Report/Document Review</b>	<b>Comments/Notes</b>

<b>Characteristic 6: The setting enforces the Home and Community-Based Settings Regulation requirements.</b>	
<b>Indicators</b>	<b>Comments/Notes</b>
<ul style="list-style-type: none"> <li>▪ Paid and unpaid staff receive new hire training and continuing education related to the rights of individuals and individual experience</li> <li>▪ Policies outlining participant rights and experiences are made available when requested</li> <li>▪ HCBS Settings policies are regularly reassessed for compliance and effectiveness</li> </ul>	
<b>Remediation Plan Information (CAPs, areas to verify)</b>	<b>Comments/Notes</b>
<b>Policy/Training/Incident Report/Document Review</b>	<b>Comments/Notes</b>

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Other Comments/Notes	
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Setting address:		City:	
Assessment completed by:		Date of onsite assessment:	