

# HCBS Settings Additional Review Interview Tool

## Leadership

### Non-Residential & Residential

Provider Name/Provider ID:

Site Name/Site ID:

Leadership interviewed:		Position:	
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The purpose of this interview is to get feedback from leadership on the current compliance of the indicated setting with the HCBS Settings Rule.

Introduction: Individuals not receiving Medicaid home and community based services (HCBS), as referenced in the Rule, refers to both other individuals in the service setting and the greater community. “Community” as referenced in the rule refers to the greater community and not solely a community of one’s peers but rather the geographical location they are receiving services. Community integration also means more than integration with peers who also receive services in the same setting. The most integrated settings offer people choices in daily life activities an encourage interaction with people who do not have disabilities or who do not receive service to the fullest extent possible.

#	Indicator Question	Comments/Notes
1	Where does programming take place? How frequently do individuals go into the community?	
2	What types of community activities do individuals consistently participate in (e.g. volunteering, social activities, competitive employment, etc.)?	
3	Do individuals have any activities that they are required to attend or participate in?	
4	How do you facilitate friend and family engagement?	
5	What processes are in place or actions taken by direct support staff to support, monitor, improve, and enhance integration in and with the community over time?	
6	How do you actively gather information from individuals about what community activities or groups they would like to be involved in?	
7	How do individuals dictate their daily schedule?	
8	How do you explain options and choices to individuals?	
9	What resolutions are utilized when disagreements arise between individuals and what they want to do?	
10	How do individuals choose what to buy with their spending money?	
11	How does the setting facilitate transportation?	
12	Do any individuals have a competitive, integrated job or volunteer in the community? How many individuals? What are the jobs and/or volunteer opportunities?	
13	Do any individuals work in enclaves, segregated job, or volunteer activities? How many individuals? What are the jobs and/or volunteer opportunities?	

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14	How do individuals access food at any time? Can they eat off site if they want to?	
15	How do individuals change or request a change to their program, service, provider, or case manager? How do you ensure individuals learn or know about this process?	
16	What is in place to train staff and monitor on their understanding of the settings criteria and the role of person centered planning?	
17	Are there any other examples of formal community integration activities that individuals are a part of at your setting?	
<b>For residential settings only:</b>		
18	Do individuals Have choice of roommates or housemates?	
19	How do individuals request new housing or a new roommate(s)?	
20	Under what circumstances will a staff enter a private living area? When will a staff use a key to open a private living area?	
21	Is there a set schedule for everyday activities such as waking, bathing, eating, exercising, etc.,?	
22	When can individuals have visitors? Who can visit? Where can visits take place? Are there any restrictions on when or where? How long can visits last?	

Other Comments/Notes	
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Interview completed by:		Date of interview:	
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