



## **HCBS NON-RESIDENTIAL PROVIDER**

**This document is intended to assist providers who provide Skill Building services, Supported Employment services, and Out of Home Non-Vocational services through Medicaid HCBS to assess their level of compliance with the HCBS rule. If you do not have the policies and procedures identified below you are advised to develop policies and procedures as they are *required* in order to receive approval to provide HCBS services.**

**The setting is integrated in and supports full access of individuals to the greater community.**

**Policies and procedures are in place that reflect the following:**

The setting provides opportunities for regular meaningful non-work activities in integrated community settings for the period of time desired by the individual.

The setting affords opportunities for individual that focus on the needs and desires of an individual and an opportunity for individual growth.

The setting allows individuals the freedom to move about inside and outside of the setting as opposed to one restricted room or area within the setting.

The setting encourages visitors or other people from the greater community.

Employment settings provide individuals with the opportunity to participate in negotiating his/her work schedule, break/lunch times and leave and medical benefits with his/her employer to the same extent as individuals not receiving Medicaid funded HCBS.

In settings where money management is part of the service, does the setting facilitate the opportunity for individuals to have a checking or savings account or other means to have access to and control his/her funds.

The setting provides individuals with contact information, access to, and training on the use of public transportation, such as buses, taxis, etc., and are these public transportation schedules and telephone numbers available in a convenient location.

The setting assures that tasks and activities are comparable to tasks and activities for people of similar ages who do not receive HCBS services.

The setting is physically accessible, including access to bathrooms and break rooms, and appliances, equipment, and tables/desks and chairs are at a convenient height and location, with no obstructions such as steps, lips in a doorway, narrow hallways, etc., limiting individuals' mobility in the setting.



**The setting is selected by the individual from among setting options including non-disability specific settings.**

**Policies are procedures are in place that reflect the following:**

The setting reflects the individuals needs and preferences and its policies ensure the informed choice of the individual.

The setting options offered include non-disability-specific settings, such as competitive employment in an integrated public setting, volunteering in the community, or engaging in general non-disabled community activities.

The setting options include the opportunity for the individual to choose to combine more than one service delivery setting or type of HCBS in any given day/week.

**The setting ensures an individual's rights of privacy, dignity, and respect, and freedom.**

**Policies are procedures are in place that reflect the following:**

All information about individuals is kept private.

The setting supports individuals who need assistance with their personal appearance to appear as they desire.

Personal assistance is provided in private, as appropriate.

The setting assures that staff interact and communicate with individuals respectfully and in a way the person would like to be addressed.

Policies of the setting require that staff do not talk to other staff about an individual(s) in the presence of other persons or in the presence of the individual as if they were not present.

The setting has policies that require the individual and/or representative grant informed consent prior to the use of restraints and/or restrictive interventions and document these interventions in the person-centered plan (modifications to the rule).

The setting has policies that ensure that each individual's supports and plans to address behavioral needs are specific to the individual and not the same as everyone else in the setting.

The setting offers a secure place for the individual to store personal belongings.

**The setting optimizes individual initiative, autonomy, and independence in making life choices including but not limited to daily activities, physical environment, and with whom to interact.**

**Policies are procedures are in place that reflect the following:**



Policies prohibit gates, Velcro strips, locked doors, fences or other barriers that prevent individuals' entrance to or exit from certain areas of the setting.

The setting affords a variety of meaningful non-work activities that are responsive to the goals, interests and needs of individuals.

The physical environment supports a variety of individual goals and needs.

The setting affords opportunities for individuals to choose with whom to do activities in the setting or outside the setting.

The setting allows for individuals to have a meal/ snack at the time and place of their choosing.

The setting provides information on individual rights.

The setting affords the opportunity for tasks and activities matched to individuals' skills, abilities and desires.

**The setting facilitates individual choice regarding services and supports, and who provides them.**

**Policies and procedures are in place that reflect the following:**

Individuals are provided a choice regarding the services, provider and settings and the opportunity to visit/understand the options.

The setting affords individuals with the opportunity to regularly and periodically update or change their preferences.

The setting ensures individuals are supported to make decisions and exercise autonomy to the greatest extent possible.

Setting policies ensure the individual is supported in developing plans to support her/his needs and preferences.

The setting provides information to individuals about how to make a request for additional HCBS, or changes to their current HCBS.