



## **HCBS RESIDENTIAL PROVIDER**

**This document is intended to assist providers who provide residential services through Medicaid HCBS to assess their level of compliance with the HCBS rules. 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:**

Individuals live in a setting where there is regular (more than once per week) opportunity for contact with people not receiving services, such as visitors who are friends, family member, or other in the larger community.

The residence allows friends and family to visit without rules on hours or times.

**The setting supports the individual's rights to privacy, dignity, and freedom.**

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

Each individual picks the agency who provides their residential services and supports. Each individual picks the direct support workers who provide their services and supports.

Each individual has a lease for the residential setting, the lease explains how an eviction happens.

Individuals are able to change their services and supports as they wish.

Individuals are provided with information on how to request new housing.

Individuals are informed on how to file a complaint in a way that the individual can understand. Individuals know who to call to file an anonymous complaint.

The staff talks about individual's personal issues in private only. Policies in place require that the staff talk about individuals' personal issues in private only.

Individuals are allowed to participate in legal activities, such as voting in public elections if they are 18 years or older or drinking alcohol if they are 21 years or older.

Individuals have access to and control over their personal funds.



Individuals have a place to store and secure their belongings away from others.

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

The individual has choices of where to live and chose to live at the residential setting.

Individuals choose their housemates if they live with other people.

Individuals have the option of having their own bedroom, if consistent with their resources.

Individuals have the option to pick their roommate(s).

The setting allows individuals to close and lock their bedroom door.

The setting allows individuals to close and lock their bathroom door.

Staff ask for permission before entering an individual's living area (bedroom, bathroom).

The setting ensures that if the individual needs help with personal care, the individual received the support in privacy.

The setting allows individuals to choose what they eat and if they eat alone or with others. The setting allows individuals to access food at all times.

The individuals have agreed to rules on food access in their Person Centered Plans.

The setting allows individuals to choose what clothes to wear.

The setting allows individuals to access a communication device (such as a cell phone, landline phone, personal computer, or tablet). This means the individual can use it communicate with people they want to contact.

Ensure individuals can use the communication device in a private place.

The inside of the residence is free from cameras, visual monitors, or audio monitors.

The setting ensures individuals (with or without support) arrange and control their personal schedule of daily appointments and activities.

**The setting supports equal access within the residential setting.**

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



Individuals have full access to the kitchen at any time. Full access means the individual has a way of getting into the kitchen and using it.

Individuals have full access to the dining area at any time. Full access means the individual has a way of getting into the dining area and using it.

Individuals have full access to the laundry area at any time. Full access means the individual has a way of getting into the laundry area and using it.

Individuals have full access to the comfortable seating area at any time. Full access means the individual has a way of getting into the comfortable seating area and using it.

Individuals have full access to the bathroom at any time. Full access means the individual has a way of getting into the bathroom and using it.

The setting has space within the home for individuals to meet with visitors and have private conversations.

Individuals can come and go from the residential setting when they want.

Individuals can move inside and outside the home when they want.

The individuals have agreed to the rules for accessing common areas in the home in their Person Centered Plans.

The setting is physically accessible to all individuals. For example, the home has grab bars, shower chairs, and wheelchair ramps if needed. Physically accessible means individuals are able to do what they want and need, around the house as independently as possible.

Individuals are able to reach and use the home's appliances as they need.

The setting is free of gates, locked doors, or other ways to block individuals from entering or exiting certain areas of their home.

Accessible transportation is available for individuals to make trips to the community. Accessible transportation means having transportation services going where and when one wants to travel.

If public transportation is limited or unavailable, individuals have another way to access the community.