

Checklist Tool for Residential Services Settings

Name of Owner/E.D./Administrator:	Vendor Code: Vendor Number:
Name of Program:	Name of Agency/Company:
Capacity of Setting:	Current Number of Residents:
Level of home/facility:	List Consultants Names, Company Name and Specialty:
Names of Staff Interviewed:	Name of Persons Served Interviewed:
Address of Program:	Contact Information:
Date of Visit:	Reporting Month:
Name of Evaluator 1:	Name of Evaluator 2:
Who else was present for the assessment: <small>(Name and title of all present excluding the evaluators)</small>	

Federal Requirement #1

Access to the Community-The setting is integrated in, and supports full access to the greater community, engage in community life, control personal resources, to the same degree as individuals not receiving HCBS.

1a. All individuals in the home have full access to the community, including but not limited to community events, banks, restaurants, education opportunities, grocery and department stores, barbers and medical treatment.

1b. All individuals are supported to develop relationships and community connections with those not receiving regional center services and are not paid staff.

1c. List all transportation known by and available to the individuals. Please include all options supported by staff.

1d. Where does staff refer individuals who want to seek paid employment in a competitive integrated setting? Please list all programs, etc.

1e. Each person has control of their personal resources.

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Comments (please describe how this requirement was met or not met and any additional information pertaining to outcomes):

Federal Requirement #2

Choice of Setting- The setting is selected by the individual from among options, including non-disability-specific settings.

2a. Does the setting reflect individual needs and preferences and do its policies ensure the informed choice of the individual?

2b. Does program document that the setting/program is what the person wants?

2c. The home has the current, approved IPP on file for all individuals.

2d. All IPPs document residence options considered by the individuals and how choices were made.

2e. Each individuals' choice of service and provider is reviewed with them at least quarterly and choices are honored as best possible.

2f. Each individuals' choice of private unit v. roommate is reviewed at least annually and choices are honored as best possible.

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Comments (please describe how this requirement was met or not met and any additional information pertaining to outcomes):

Federal Requirement #3

Right to be Treated Well- Ensures an individual’s rights of privacy, dignity and respect, and freedom from coercion and restraint.

- 3a. Staff explains all individuals’ rights in a meaningful way before they move in (rights to privacy, dignity, respect, and freedom from coercion and restraint).
- 3b. These rights are posted in a meaningful way and in the setting where all can view them daily.
- 3c. Staff explains these rights to each individual at least annually.
- 3d. All staff is aware of the HCBS Waiver and trained on these rights before employment and at least annually.
- 3e. The staff conducts communications about individuals’ medical conditions, financial situation and other personal information in a place where privacy/confidentiality is assured.
- 3f. Medication is distributed confidentially and privately.
- 3g. Staff ensures individuals have privacy while using the bathroom and when assisted with personal care.
- 3h. There is a secure place(s) to store each individual’s personal belongings.
- 3i. Individuals are allowed to dress and groom in a manner that is appropriate to the home while honoring individual choice and life-style preferences.
- 3j. Staff never utilizes restraints.
- 3k. The residence has no delayed egress devices or secured perimeters.

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Federal Requirement #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.

4a. Does the setting/program support a variety of individual person-centered goals and needs?

4b. Does the program afford opportunities for individuals to choose with whom to do activities within the setting or outside of the setting? (indicate No if individuals are assigned to do activities with a certain group).

4c. Does the setting afford the opportunity for tasks and activities matched to individuals' skills, abilities and desires?

4d. Staff asks each individual for their preference of daily and weekend activities.

4e. Staff encourages individuals to interact with whomever they choose.

4f. When choices interfere with staffing ability or home schedule, how is this resolved?

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Federal Requirement #5

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

5a. All individuals are asked if they have any concerns about or praise for a staff member at each quarterly meeting.

5b. Staff supports individuals' choices of who provides their care to the extent that alternative staff are available.

5c. The grievance policy includes escalation to the regional center if an individual's concern is not settled to their satisfaction by staff, and all grievances are kept on file.

5d. Staff reviews the grievance policy with each individual at least annually.

5e. Does the setting afford individuals the opportunity to regularly and periodically update or change their preferences?

5f. Is setting staff knowledgeable about the capabilities, interests, preference and needs of individuals?

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Federal Requirement #6

The setting provides for a legally enforceable agreement between the provider and the consumer that allows the consumer to own, rent, or occupy, the residence and provides protection against eviction.

6a. There is a residence agreement on file for each individual that contains eviction and appeals rights.

6b. Each individual has been informed of their rights regarding housing in a way that is meaningful to them.

6c. Is the individual clear on what the lease indicates? (Their responsibilities as a tenant & the landlord's responsibilities)

6d. Does the physical environment meet the needs of the individual? (examples grab bars, accessible appliances, adaptive furniture)

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Comments (please describe how this requirement was met or not met and any additional information pertaining to outcomes):

Federal Requirement #7

The setting provides for privacy in units including lockable doors, choice of roommates and freedom to furnish and decorate the sleeping or living unit within the lease or other agreement.

7a. Each individual's roommate choice is reviewed at least quarterly and documented in their IPP.

7b. All bedroom and bathroom doors are lockable from the inside. All individuals and only appropriate staff have keys to their locks.

7c. There is a process for changing roommates or acquiring other accommodations if desired by the individual.

7d. Individuals choose their own bedroom furniture and accessories.

7e. If sharing a room, each roommate has private space in their bedroom.

7f. Does the setting afford individuals the opportunity to make private phone calls, text, or emails at the individual's preference and convenience?

7g. Are there cameras in the home? If so, how are they utilized and for what purpose?

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Federal Requirement #8

The setting provides for options for individuals to control their own schedules including access to food at any time.

8a. Does the individual choose and control a schedule that meets his/her wishes in accordance with Person-Centered planning?

8b. All individuals are informed at least quarterly that they do not have to participate in planned activities.

8c. All individuals have access to food as desired, including dining out at their own expense.

8d. There are flexible meal times that allow for each person to select when and where they dine.

8e. Has it been made clear that the individual is not required to adhere to a set schedule for waking, bathing, eating, exercising, activities, etc.?

8e. Individuals have the option to change their schedule daily.

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Comments (please describe how this requirement was met or not met and any additional information pertaining to outcomes):

Federal Requirement #9

The setting provides Individuals the freedom to have visitors at any time.

9a. Does the home allow visitors to visit at any time? Neither visitors nor visiting times are restricted in any way.

9b. There is evidence all individuals are in support of the visitor's agreement.

9c. Visitors are welcome to visit individuals in their room (respecting any roommate's preferences) or in common areas of the home.

9d. Visitors can take individuals outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends in accordance with the individual's IPP.

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Comments (please describe how this requirement was met or not met and any additional information pertaining to outcomes):

Federal Requirement #10

The setting is physically accessible to the individual.

10a. Is the setting physically accessible for individuals who have a physical disability (e.g. ramps, railings, roll in showers, etc.?)

10b. All public areas within the home are physically accessible to all individuals. How are any areas in the home determined to be either common or private areas?

10c. All individuals have the freedom to move about inside and outside the home. There are no rooms or bathrooms designated for staff only.

10d. Are appliances and furniture accessible to every individual?

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