

HCBS Review AGENCY CHECKLIST

Please submit **any and all** current documentation detailing agency/site compliance with each of the three CMS HCBS focus areas below. Documentation *may* include, *but need not be limited to*, any and all current policies, procedures and/or practices related to focus-area-specific examples provided below. Documentation may also include any data previously collected through National Core Indicator (NCI) or Sherlock Center Surveys that demonstrates current agency-/site-specific activities related to each focus area. If policies, procedures or processes differ between service sites, please provide documentation for each site.

Documentation should be submitted via email to Christine Botts (Christine.botts@bhddh.ri.gov), in the order of the categories below and clearly marked in response to each category. Submissions are due via email on or before close of business July 15, 2016.

- **1. Person-Centered Planning** - This *may* include any and all policies, procedures, practices or data related to:
 - Facilitating individual choice regarding services and supports, and who provides them.
 - Developing and documenting the development of individual service plans.
 - Modifying and documenting the modification of individual service plans.
 - Periodic review of individual service plans.
 - Ensuring that individual service plans are written, understandable in plain language and executed in a manner that is accessible to individuals with disabilities and/or individuals with limited English proficiency, and finalized with the informed consent of the individual and all service providers.
 - Ensuring that the development and modification of individualized service plans organize services and supports (paid and unpaid) around a self-directed, self-determined, and goal-directed future.
 - Ensuring that the development and modification of individualized service plans include opportunity for the individual, with assistance from an employment planning team, identifies the direction of his/her future vocational, employment-related and day activities based on his/her skills, interests, strengths and abilities, regardless of whether the individual has the verbal ability to express such information.
 - Maintenance and promotion of opportunities for individuals to select, among other setting options, a non-disability specific setting, and a private unit in a residential setting.
 - Accessing services and supports (paid and unpaid) that are important to and preferred by the individual.
 - Accessing services and supports (paid and unpaid) that forward individually identified goals and desired outcomes.
 - Minimizing risk factors that mitigate reaching individually identified goals and desired outcomes.
 - Accessing services and supports (paid and unpaid) that are identified through an assessment of functional need.
 - Accessing transportation.
 - Accessing community life.
 - Accessing integrated services.
 - Maintaining a personal schedules.

- **2. Home-Based Settings** - This *may* include any and all policies, procedures, practices or data related to:
 - Maintenance and promotion of integrated settings that facilitate opportunities to exercise individual choice and support full access of individuals 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.

HCBS Review
AGENCY CHECKLIST

- Ensuring an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.
 - Optimizing individual initiative, autonomy, and independence in making life choices, including but not limited to daily activities, physical environment and with whom he/she interacts.
 - Facilitating individual choice regarding services and supports and who provides them.
 - The use of a legally enforceable agreement to own, rent or occupy a residential unit or dwelling.
 - The privacy of sleeping or living units.
 - Residential unit entrance doors being lockable by individuals.
 - Individual choice in roommates and sharing residential settings.
 - Individual freedom to decorate sleeping and living units.
 - Individual freedom to control one's own schedule and activities and access food any time.
 - Individual ability to have visitors at times of their choosing.
 - Physical accessibility of residential settings.
- **3. Community-Based Settings** - *This may include any and all policies, procedures, practices or data related to:*
- Maintenance and promotion of integrated settings that support full access of individuals 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.
 - Ensuring an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.
 - Optimizing individual initiative, autonomy, and independence in making life choices, including but not limited to daily activities, physical environment and with whom he/she interacts.
 - Facilitating individual choice regarding services and supports and who provides them.
 - Conversion Institute activities
 - Integrated Day and Employment Services program development