

**HOME AND
COMMUNITY BASED
SETTINGS
COMPLIANCE
REQUIREMENTS**

**BUREAU OF SPECIALTY BEHAVIORAL HEALTH
SERVICES**

**HOME AND COMMUNITY-BASED SERVICE
(HCBS) SETTINGS
MARCH 2023**

PROCEDURE GUIDANCE FOR HCBS PIHP LEADS

The purpose of this document is to establish the standards that will be required by MDHHS Specialty Behavioral Services in the compliance related work conducted by the Prepaid Inpatient Health Plan (PIHP) Home and community Based Services (HCBS) leads. The information identified under the heading Evidence/Purpose must be gathered and reviewed for accuracy by the PIHP lead or their designee in order to attest to MDHHS that a setting is fully compliant with the HCBS rule.

To the extent that one document provides sufficient evidence related to a settings compliance the PIHP is not required to continue to gather more evidence. MDHHS requires the PIHP to retain the evidence gathered and to have it available for review upon request.

This revised document was created in collaboration with the PIHP leads to ensure clarity, consistency across regions, and understanding of the process.

How To Use This Document

- The table is divided into sections. These sections correspond to the waiver and service type. For the Habilitation Supports Waiver there are two service types residential and nonresidential.
- For the MSS&S (b3W/i-SPA) there are three service types (supported employment (SE), community living services (CLS) and skill building (SB)).

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
9	Is the residence separate from or outside of the building or off the ground of a hospital, nursing, Intermediate Care Facility – Individuals with Intellectual Disabilities (ICF/IID) or Institution for Mental Diseases (IMD)?	<ul style="list-style-type: none"> • Policies that require HCBS specific training i.e., freedom to come and go, community inclusion etc. • Policies related to separate financial reporting. • Policies related to separate board governance. • Policies/procedures that show efforts to ensure waiver participants are encouraged and supported to interact with their larger community to the extent desired by the person. • Verification via online mapping (such as Google Maps).

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
10	Is the residence located away from multiple home settings for people with disabilities?	<ul style="list-style-type: none"> • Policies and procedures that encourage and support interaction with the broader community in settings and to the extent that individuals choose. • Transportation assistance is available to support individuals in accessing their communities. • Verification via online mapping (such as Google Maps).
11	Can people with different types of disabilities and individuals without disabilities live in the home?	<p>The provider/CMH will be trying to show that despite living with only other folks with disabilities there are significant opportunities for contact with the larger community. This can be done through:</p> <ul style="list-style-type: none"> • Daily activity sheets. • Weekly planning meeting documents. • If a goal in Individualized Plan of Service (IPOS) then need to confirm that individuals are getting out into the community. • Review of progress notes or contact sheets . • Interview participant.
12	Is the residence located outside of a building and off the campus of an education program, school, or child caring institution?	<p>Evidence seeks to show that despite being on the same grounds of, or adjacent to a facility, the residence functions independently from the facility; and the setting does not isolate individuals from the larger community.</p> <ul style="list-style-type: none"> • Policies that require HCBS specific training i.e., freedom to come and go, community inclusion etc. • Policies related to separate financial reporting. • Policies related to separate board governance. • Policies/procedures that show efforts to ensure waiver participants are encouraged and supported to interact with their larger community to the extent desired by the person.

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
13	Do individuals live and/or receive services and supports in a setting where there is regular (more than once per week) opportunity for contact with people not receiving services (e.g., visitors who are friends, family members, others in the larger neighborhood or community)?	<ul style="list-style-type: none"> • Weekly planning meetings. • Daily log. Interview individual. • Person Centered Plan.
14	Does the residence allow friends and family to visit without rules on hours or times?	<ul style="list-style-type: none"> • Policies identify the rights of individuals to have visitors at any time • Interview provider and individual. • Home meeting minutes indicating that this has been discussed with all individuals. • Site review to confirm that no rules/visiting hours are posted.
16	Does each individual have a lease for the residential setting?	<ul style="list-style-type: none"> • Use of RCA summary of resident rights. • Administrative Hearing Rights Policy. • Signed Summary of Resident Rights: Discharges and Complaints form.
17	Does the lease explain how an eviction happens and what to do?	<ul style="list-style-type: none"> • Administrative Hearing Rights Policy • Signed Summary of Resident Rights: Discharges and Complaints form.
18	Have individuals been provided with information on how to request new housing?	<ul style="list-style-type: none"> • Documentation in annual paperwork. • Pre-plan documentation supporting other housing options. • Interview individual.
19	Is information about filing a complaint posted in a way the individual can understand and use?	<ul style="list-style-type: none"> • Easily Accessible. • Interview individual to assess understanding and access. • Site review to confirm complaint information is posted and accessible.

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
21	Do the staff talk about individuals' personal issues in private?	<ul style="list-style-type: none"> • Privacy training • Policy • Employee handbook • HIPPA training • Staff training minutes
22	Do individuals have access to their personal funds?	<ul style="list-style-type: none"> • Document policy and process for ensuring individuals choose whether to have the setting safeguard their personal funds and access on demand. • Interview individual
24	Do individuals have control over their personal funds?	<ul style="list-style-type: none"> • Document policy and process for ensuring individuals choose whether to have the setting safeguard their personal funds and access on demand. • Interview individual
27	Do individuals pick the agency who provides their residential services and supports?	<ul style="list-style-type: none"> • Documentation regarding other settings considered immediate compliance • Progress notes from SC about conversation with individuals. • Case manager(s) note ongoing • Interview individual
28	Do individuals pick the direct support workers (direct care workers) who provide their services and supports?	<ul style="list-style-type: none"> • PCP planning and policy procedure • Include the residents in the interview process for direct care workers/home meeting minutes. • Use of satisfaction surveys • Provider policy to address situations when an individual prefers not to work with a specific staff member • Complaint process including the ability to make a confidential complaint
29	Can individuals change their services and supports as they wish?	<ul style="list-style-type: none"> • PCP • Preplanning • Specific list of providers that were given. • Interview individual.

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
30	Are individuals allowed to participate in legal activities, for example voting in public elections if they are 18 years or older, drinking alcohol if they are 21 years or older?	<ul style="list-style-type: none"> • Access to the community. • Policy that supports people into the community during times of voting. • Make individualized and if there is restriction it would need to involve BTRC/IPOS.
32	Did the individual have choices of where to live?	<ul style="list-style-type: none"> • Documentation regarding other settings considered. • Immediate compliance progress notes from SC about conversation with individuals Case managers note. • Ongoing; Survey with improved records of individual’s satisfaction • Interview individual. • Review IPOS, Quality of Life Form.
33	Did the individual choose to live at this residential setting?	<ul style="list-style-type: none"> • CMH/ provider has policies around choosing their home/ housemates. • Orientation packet that includes information related to choice in housing / housemate.s • Protocol from provider agencies included in plan of service or preplan documents. • Review IPOS, Quality of Life form, documentation of pre-placement visit(s) • Interview individual
34	If the individual lives with other people, did the individual pick their housemates?	<ul style="list-style-type: none"> • CMH/ provider has policies around choosing their home • Orientation packet that includes information related to choice in housing • Protocol from provider agencies include in plan of service or preplan documents • Review IPOS • Interview individual

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
37	If the individual lives with other people, did the individual pick their roommate(s)?	<ul style="list-style-type: none"> • Orientation • Interview activities prior to moving in • CMH policies, and protocols regarding how individual chose their setting • Interview individual
38	Can individuals close and lock their bedroom door?	<ul style="list-style-type: none"> • Proof that lock has been installed on individual's bedroom door, such as attestation from supports coordinator. • PCP for modification • Policies and procedures for access to keys to the resident's doors, master keys, back up keys etc. • If keypad is in place of a key document assurance that participant(s) can utilize the technology. What is process is person forgets code? • Interview individual • Site review to verify
41	Can individuals close and lock their bathroom door?	<ul style="list-style-type: none"> • Site review to verify • SC attestation • Interview individual
43	Do staff ask before entering individuals' living areas (bedroom, bathroom)?	<ul style="list-style-type: none"> • Privacy training • Policy • Employee handbook • HIPPA training • Direct observation • Interview individual

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
44	Can individuals choose what they eat?	<ul style="list-style-type: none"> • Policy that requires that individuals participate in menu planning • Interview individual • Home meeting minutes where meal planning is discussed
45	Have individuals agreed to the rules on food in their Person-Centered Plan?	<ul style="list-style-type: none"> • Restrictions on access to food must be documented consistent with the modification requirements of the HCBS rule
47	Do individuals have access to food at any time? Note: Access means the individual has a way of getting food whenever they want.	<ul style="list-style-type: none"> • Evidence that there are no locks (attestation, SC, or direct observation) on doors and that there is food available at all times. • There is a policy that individuals are allowed to eat as they choose • Interview individual • Site review to confirm food is accessible and available at any time
48	Have individuals agreed to the rules on food access in their Person-Centered Plans?	<ul style="list-style-type: none"> • Review IPOS • Restrictions must be consistent with modification requirements of HCBS rule • Interview individual
49	Can individuals choose what clothes to wear?	<ul style="list-style-type: none"> • Policy • Staff training • Interview individual
50	Do individuals have access to a communication device?	<ul style="list-style-type: none"> • Attestation • Policy • Interview individual • Site review to confirm access to communication device

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
51	Can the individual use the communication device in a private place?	<ul style="list-style-type: none"> • Privacy training • Policy • employee handbook • HIPPA training • Direct observation • Interview individual • Site review to confirm
53	Is the inside of the residence free from cameras, visual monitors, or audio monitors?	<p>Cameras may be used to monitor staff distribution of medication. Must be a fixed camera that is placed in a manner that will not allow for accidental recording of not waiver participants.</p> <ul style="list-style-type: none"> • Site review to confirm cameras, visual monitors, or audio monitors are not inside the residence (other than as noted above)
54	If an individual needs help with personal care, does the individual receive this support in private	<ul style="list-style-type: none"> • Policies • Training • Interview participant
55	Do individuals (with or without supports) arrange and control their personal schedule of daily appointments and activities (e.g., personal care, events, etc.)?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place that allows choice in their daily schedule. If person is unable to voice this, then they are consulting with their SC, and it is included in their IPOS. • An active schedule is being used • Interview individual

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
56	Do individuals have full access to the kitchen?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Evidence of the assessment if restriction is present • Policy that there is an accessible kitchen • Review the behavior treatment plans for those with restrictions. Restriction should be documented in IPOS consistent with modification requirements of the HCBS rule • Site review to confirm full access to the kitchen
57	Can individuals access the kitchen at any time?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place that there is an accessible kitchen. • Evidence of the assessment if restriction is present • Review behavior treatment plans for those with restrictions. • Restriction should be documented in IPOS consistent with modification requirements of the HCBS rule. • Site review to confirm
58	Do individuals have full access to the dining area?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction should be documented in IPOS consistent with modification requirements of the HCBS rule. • Site review to confirm full access to dining areas at any time • Site review to confirm
59	Can individuals access the dining areas at any time?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place. • Restriction should be documented in IPOS consistent with requirements of the HCBS rule. • Site review to confirm
60	Do individuals have full access to the laundry area?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Attestation that there is no lock on doors and that there is access to the room by Supports Coordinator. • Policies in the setting that require access for residents • Interview individual

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
		<ul style="list-style-type: none"> • Site review to confirm
61	Can individuals access the laundry area at any time?	<ul style="list-style-type: none"> • Evidence of policies and procedures that address individualized access to laundry as desired. • Restriction should be documented in IPOS consistent with requirements of the HCBS rule. • Site review to confirm
64	Do individuals have full access to the bathroom?	<ul style="list-style-type: none"> • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Site review to confirm
65	Can individuals access the bathroom at any time?	<ul style="list-style-type: none"> • Privacy training • Policy • Employee handbook • HIPPA training • Direct observation • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Site review to confirm

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
66	Has the individual agreed to the rules for accessing common areas in the home in the individual's Person-Centered Plan?	<ul style="list-style-type: none"> • Policy addressing rules for instance 'uninhabitable space' • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • If restrictions are in place for others in the home, evidence indicating how individual will be provided access to those areas.
68	Is there space within the home for individuals to meet with visitors and have private conversations?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Direct observation • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual
69	Can individuals choose to come and go from the home when they want?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Daily calendars, schedules of individuals • Staffing levels available to assist individuals with access to the community. • Licensing requires that settings have a resident's care agreement that identifies the individual's ability to move about in the community. • Site review to confirm
70	Can individuals move inside and outside the home when they want?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Site review to confirm
71	Is the home physically accessible to all individuals? For example, does the home have grab bars, shower chairs, or wheelchair ramps if needed?	<ul style="list-style-type: none"> • Attestation from CMHSP • Site review • Interview individual

HABILITATION SUPPORTS WAIVER (HSW) RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
73	Is the home free of gates, locked doors, or other ways to block individuals from entering or exiting certain areas of their home?	<ul style="list-style-type: none"> • Removal of barriers, with verification, attestation of SC • Site review • Interview individual • Policies that prohibit the use of gates, barriers etc.
75	Is accessible transportation available for individuals to make trips to the community?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Local transportation systems imported into their IPOS • Daily activity logs
76	If public transit is limited or unavailable, do individuals have another way to access the community?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Local transportation systems imported into their IPOS • Daily activity logs
163	Does the residence offer a continuum of care?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Evidence of what services are being billed by provider or in the home, evidence that other services are being provided in the community. Attending church, salon, etc. in community.

HSW NON-RESIDENTIAL		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
5	Did the individual pick the agency who provides their non-residential services and supports?	<ul style="list-style-type: none"> • Documentation regarding other settings considered, immediate compliance- progress notes from SC about conversation with individuals. • Case managers note • Ongoing, survey with improved records of satisfaction with services • Interview individual • PCP, documentation of visits to agencies
7	Where is this service provided?	<ul style="list-style-type: none"> • Show interaction with broader community. • PCP, Activity/Outing logs
8	Are the services for this non-residential provider located outside of the same building, off the grounds of, and disconnected from a hospital, nursing home, Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), or Institute for Mental Disease (IMD)?	<p>The provider/ CMH will be trying to show that despite working with only other folks with disabilities there is significant contact with the larger community. This can be done through</p> <ul style="list-style-type: none"> • Daily activity sheets • Weekly planning meeting documents • If a goal in IPOS then need to confirm that individuals are getting out into the community. • Review of progress notes or contact sheets
9	Is this paid or unpaid work?	<ul style="list-style-type: none"> • Evidence of payment/paycheck
10	Do individuals have access to their personal funds?	<ul style="list-style-type: none"> • Document policy and process for ensuring individuals choose whether to have the setting safeguard their personal funds and access on demand. • Interview individual

Continue to Following Page HSW Non-Residential Services

HSW NON-RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
12	Does the employment setting allow individuals to schedule their work hours or days similar to their co-workers who do not have disabilities?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities. • Interview individual
13	Does the employment setting allow individuals to schedule their breaks and/or lunch times similar to their co-workers who do not have disabilities?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities. • Interview individual • Time and attendance records, progress notes
17	When providing non-residential supports, do individuals contact or connect with individuals from the community/public?	<p>The provider/ CMH will be trying to show that there is significant contact with the larger community. This will be done through</p> <ul style="list-style-type: none"> • Daily activity sheets • Weekly planning meeting documents, etc. • If a goal in IPOS then need to confirm that individuals are getting out into the community. • Review of progress notes or contact sheets • Interview individual • Activity/Outing logs
18	Do individuals who need personal assistance at work receive this support in a private, appropriate place?	<ul style="list-style-type: none"> • Policies • Training • Interview individual

19	Can individuals schedule their volunteer hours or days similar to other volunteers who do not have disabilities?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities. • Interview individual • Time and attendance records, progress notes
----	------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HSW NON-RESIDENTIAL		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
20	Can individuals schedule their breaks and or lunch times similar to other volunteers who do not have disabilities?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities. • Interview individual
21	Do individuals do tasks similar to other volunteers who do not have disabilities?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to have input into the tasks they perform consistent with others in the setting without disabilities. • Interview individual • Job description
24	If individuals need personal assistance while volunteering, do they receive it in a private, appropriate place?	<ul style="list-style-type: none"> • Policies, • Training • Interview individual • Site review to confirm private, appropriate place is available
25	Is accessible transportation available to individuals to make trips to the community?	<ul style="list-style-type: none"> • Policy • Local transportation systems imported into their IPOS • Daily activity logs • Interview individual

HSW NON-RESIDENTIAL

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
26	If public transit is limited or unavailable, do individuals have another way to access the community?	<ul style="list-style-type: none"> • Policy • Local transportation systems imported into their IPOS • Daily activity logs
27	Can individuals move around the non-residential setting, as appropriate and to the same extent that individuals who do not have disabilities?	<ul style="list-style-type: none"> • Removal of barriers, with verification, attestation of SC • Policies that prohibit the use of gates, barriers etc. • Interview individual • Site review to confirm
28	Is the non-residential setting physically accessible to all individuals? For example, does the home have grab bars, wheelchair ramps if needed?	<ul style="list-style-type: none"> • Removal of barriers, with verification, attestation of SC • Policies that prohibit the use of gates, barriers etc. • Interview individual • Site review to confirm
31	Are provider policies outlining the individual’s rights, protections, and expectations of services and supports provided to the individual in an understandable format?	<ul style="list-style-type: none"> • Evidence of policies and procedures that outline rights, protections, and expectations of services and supports. • Interview individual.

32	Have individuals been provided with information on how to request a new non- residential setting?	<ul style="list-style-type: none"> • CMH/ provider has policies around choosing their supports, orientation packet that includes information related to choice in employer/ day program. • Protocol from provider agencies included in plan of service or preplan documents • Interview individual
----	---------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HSW NON-RESIDENTIAL		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
58	Can individuals schedule their hours and days at the day program?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities • Interview individual • PCP, progress notes, workplace handbook
59	Can individuals schedule their breaks and/or lunch times at the day program?	<ul style="list-style-type: none"> • Policy and process for allowing individuals to develop their own schedules consistent with others in the setting without disabilities • Interview individual • PCP, progress notes, workplace handbook
60	If individuals need personal assistance while attending their day program, do they receive it in a private, appropriate place?	<ul style="list-style-type: none"> • Policies • Training • Interview individual • Site review to confirm private, appropriate place is available

63	Do individuals have control over their personal funds?	<ul style="list-style-type: none"> • Policy and process of payment if a workplace • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Funding logs for individual
----	--------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Continue to Following Page for MSS&S (b3W) Services

The first section identifies questions that are consistent across surveys for all three services that fall under the rule. Questions specific to an identified service will follow.

MANAGED SPECIALTY SERVICES AND SUPPORTS (MSS&S) / b3W		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
7	Are the individual's services (Skill Building, Supported Employment or Community Living Supports) delivered in a setting that is separate from a hospital, nursing home, intermediate care facility, or institute for mental health treatment?	<p>Evidence seeks to show that despite being on the same grounds of, or adjacent to, a facility the residence functions independently from the facility; and the setting does not isolate individuals from the larger community.</p> <ul style="list-style-type: none"> • Policies that require HCBS specific training i.e., freedom to come and go, community inclusion etc. • Policies related to separate financial reporting • Policies related to separate board governance • Policies/procedures that show efforts to ensure waiver participants are encouraged and supported to interact with their larger community to the extent desired by the person. • Interview individual

8	Are the individual's services (Skill Building, Supported Employment, or Community Living Supports) delivered in a setting that is separate from a residential school or child caring institution?	<p>Evidence seeks to show that despite being on the same grounds of, or adjacent to, a facility the residence functions independently from the facility; and the setting does not isolate individuals from the larger community.</p> <ul style="list-style-type: none"> • Policies that require HCBS specific training i.e., freedom to come and go, community inclusion etc. • Policies related to separate financial reporting • Policies related to separate board governance • Policies/procedures that show efforts to ensure waiver participants are encouraged and supported to interact with their larger community to the extent desired by the person. • Interview individual
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MSS&S/ b3W CLS		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
40	Did the individual pick the agency that provides them with community living supports and services?	<ul style="list-style-type: none"> • Documentation regarding other settings considered • Immediate compliance, progress notes from SC about conversation with individuals • Case managers note • Ongoing; Survey with improved records of satisfaction with services • Interview individual
41	Can individuals close and lock their bathroom door?	<ul style="list-style-type: none"> • Site review to verify • SC attestation • Interview individual.
42	Does the individual live and/or receive community living supports and services where there is regular (more than once per week) opportunity for contact with	<p>The provider/CMH will be trying to show that there are significant opportunities for contact with the larger community. This can be done through</p> <ul style="list-style-type: none"> • Daily activity sheets • Weekly planning meeting documents

	people not receiving services (for example, visitors who are friends, family members, others from the larger neighborhood or community)?	<ul style="list-style-type: none"> • If a goal in IPOS then need to confirm that individuals are getting out into the community • Review of progress notes or contact sheets • Interview participant • Activity/Outing logs
MSS&S/ b3W CLS		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
47	Is the individual's home the only home within their neighborhood that offers services to people with disabilities?	<p>The provider/ CMH will be trying to show that even if the setting is located near other settings that provide services to people with disabilities there is significant contact with the larger community and the individual is not isolated. This will be shown through</p> <ul style="list-style-type: none"> • Daily activity sheets • Weekly planning meeting documents, etc. • Review of progress notes or contact sheets • Interview individual

48	Does the individual have choice of roommates?	<ul style="list-style-type: none"> • Orientation • Review setting prior to moving in • CMH policies, and protocols regarding how the individual choose their setting • Interview individual
49	Can friends and family visit the individual without rules on hours or times?	<ul style="list-style-type: none"> • Policies identify the rights of individuals to have visitors at any time • Interview provider and individual • Site review to confirm rules are not posted
MSS&S/ b3W CLS		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
50	Does the individual have a place in the residence for private communication to use the telephone or internet?	<ul style="list-style-type: none"> • Attestation • Policy • Site review to confirm • Interview individual
51	Does the individual have a lease?	<ul style="list-style-type: none"> • Use of RCA summary of resident rights

53	Can the individual control their personal schedule of daily appointments and activities?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place that allows choice in their daily schedule • If person is unable to voice this, then they are consulting with their SC, and it is included in their IPOS. • An active schedule is being used • Interview individual.
54	If the individual receives support in personal care, do they receive it in private?	<ul style="list-style-type: none"> • Policies • Training • Interview participant • Site review to confirm
55	Can the individual move inside or outside of the setting when they want (with or without support)?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place. • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Site review to confirm
MSS&S/ b3W CLS		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
56	Can the individual come and go as they please (with or without support)?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Daily calendars, schedules of individuals, • Staffing levels available to assist individuals with access to the community.

		<ul style="list-style-type: none"> • Licensing requires that settings have a resident’s care agreement that identifies the individual’s ability to move about in the community • Interview individual. • Site review to confirm
58	Is accessible transportation available to the individual to make trips within their larger community?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Local transportation systems imported into their IPOS • Daily activity logs
59	Does the individual know who to call to file an anonymous complaint related to their community living support services?	<ul style="list-style-type: none"> • Easily accessible • Interview individual to assess understanding and access • Site review to confirm information is posted and accessible • Site review to confirm information is posted and accessible
MSS&S/ b3W CLS		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE

95	Does the individual receive all or most of the services and supports outside the home?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place • Restriction must be documented in IPOS consistent with requirements of the HCBS rule. • Interview individual • Evidence of what services are being billed by provider or in the home, evidence that other services are being provided in the community. Attending church, salon, etc. in community. • Activity/Outing log
97	Can the individual close and lock the bedroom door?	<ul style="list-style-type: none"> • Proof that lock has been installed on individual's bedroom door, such as attestation from supports coordinator • Restriction must be documented in IPOS consistent with requirements of the HCBS rule • Policies and procedures for access to keys to the resident's doors, master keys, back up keys etc. • Interview individual • Site review to confirm
98	Can the individual close and lock the bathroom door?	<ul style="list-style-type: none"> • Site review to verify • SC attestation • Interview individual
99	Does the individual have access to food at any time?	<ul style="list-style-type: none"> • Evidence that there are no locks (attestation, SC, or direct observation) on doors and that there is food available at all times. • There is a policy that individuals are allowed to eat as they choose • Interview individual

MSS&S/ b3W CLS

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
100	Does the individual have full access to all public areas of the home (kitchen, dining room, bathroom, laundry area) at any time?	<ul style="list-style-type: none"> • Removal or barriers, with verification, attestation of SC. • Policies that prohibit the use of gates, barriers etc. • Site review • Interview individual
101	Can individuals choose what to eat?	<ul style="list-style-type: none"> • Policy that addresses that individuals should have menu planning available • Interview individual. • PCP, home meeting minutes • Site review to confirm
102	Is the home physically accessible to all individuals?	<ul style="list-style-type: none"> • Attestation from CMHSP • Site review • Interview individual
103	Is the home free of gates, locked doors, or other ways to block you from entering or exiting certain areas of your home?	<ul style="list-style-type: none"> • Removal of barriers, with verification, attestation of SC • Policies that prohibit the use of gates, barriers etc. • Site review • Interview individual
104	Where is this service provided? (CLS)	<ul style="list-style-type: none"> • Show interaction with broader community.

Continue to Following Page for Skill Building

MSS&S/ b3W SKILL BUILDING

QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
4	Did the individual pick the agency who provides them with skill building services and support?	<ul style="list-style-type: none"> • Documentation regarding other settings considered, immediate compliance- progress notes from SC about conversation with individuals. Case managers note. • Ongoing; Survey with improved records of satisfaction with services • Interview individual
5	Did the individual pick the direct support workers who provide them with skill building services and supports?	<ul style="list-style-type: none"> • Policies • Training • Interview participant
6	Did the individual receive skill building services and support where there is regular (more than once per week) opportunity for contact with people not receiving services (for example, visitors who are friends, family members, others from the larger neighborhood or community)?	<ul style="list-style-type: none"> • Weekly planning meetings • Daily log • Interview individual
17	Is accessible transportation available to the individual to make trips within their larger community?	<ul style="list-style-type: none"> • Policy • Local transportation systems imported into their IPOS • Daily activity logs • Interview individual
18	Can the individual (with or without supports) control their personal schedule of daily appointments and activities?	<ul style="list-style-type: none"> • Evidence that policy and practice is in place that allows choice in their daily schedule • If person is unable to voice this, then they are consulting with their SC, and it is included in their IPOS • An active schedule is being used • Interview individual

MSS&S/ b3W SKILL BUILDING		
QUESTION NUMBER	QUESTION TEXT	REQUIRED EVIDENCE
19	If the individual is receiving training in personal care, do they receive the training in private?	<ul style="list-style-type: none"> • Policies • Training • Interview participant • Site review to confirm
20	Does the individual know who to call to file an anonymous complaint related to their skill-building services?	<ul style="list-style-type: none"> • Easily accessible information • Interview individual to assess understanding and access • Site review to confirm that information is available and accessible
21	Can the individual choose a different skill- building service or support if they are not happy with the current one that they receive or if they want to learn a new skill?	<ul style="list-style-type: none"> • PCP • Preplanning • Specific list of providers that were given • Interview individual

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

MDHHS-Pub-1660 (2-23)