

HCBS COMPLIANCE VISITS

Some suggested ways to show compliance with the Final Rule

Non-Residential:

- Evidence of Person-Centered Practices (such as individualized service plans that are based on the person's interests, hopes and dreams)
- One-Page Descriptions of persons served highlighting their interests and strengths
- Evidence of Person-Centered Assessments/Discovery Process
- Documentation of pre-ISP meetings showing that the person served played an active role in the development of their goals
- Documentation showing the person served chose this program over other programs (and that they are asked at least annually that the program still meets their needs)
- Personalized schedules/calendars that demonstrate persons served have a choice of their activities and who they spend time with
- Client Rights Statements (and policies that document how often persons served receive this information)
- Grievance Procedures (and policies that show often persons served receive this information)
- Satisfaction Surveys
- Evidence that the person served is able to participate in meaningful activities in the community including competitive integrated employment
- Evidence that the person served is able to spend time with their friends
- Interviews with persons served
- Documentation of minutes to Client Advisory Council (or similar type groups)
- Secure place for people served to keep their belongings
- Location is accessible

Residential:

- Evidence of Person-Centered Practices (such as individualized service plans that are based on the person's interests, hopes and dreams)
- One-Page Descriptions of persons served highlighting their interests and strengths
- Evidence of Person-Centered Assessments/Discovery Process
- Documentation of pre-ISP meetings showing that the person served played an active role in the development of their goals
- Documentation showing the person served chose this program over other programs (and that they are asked at least annually that the program still meets their needs)

- Personalized schedules/calendars that they play a part in planning
- Client Rights Statements (and policies that show often persons served receive this information)
- Grievance Procedures (and policies that how often persons served receive this information)
- Satisfaction Surveys
- Evidence that the person served is able to participate in meaningful activities in the community
- Evidence that the person served is able to spend time with their friends
- Interviews with persons served
- Location is accessible
- Lease Agreement
- Residents have keys to their homes and their rooms
- Documentation of minutes to House Meetings
- Documentation showing the process by which a person can choose to have their own room or the roommate of their choice
- Rooms are personalized with belongings of their choosing
- Access to food
- Access to their own resources
- Privacy is available
- Evidence showing that persons served can have visitors when desired and in private settings
- Documentation showing that persons served participated in the creation of shared "House Rules"