HCBS Heightened Scrutiny Evidence Worksheet

Licensed Agency: Date of Submission:

Agency Address:

Name/Site Location:

Capacity of Home: Number of individuals residing in the home:

Type of secure measures utilized by the site: (Check any that apply)

[ ]  Magnetic Locks [ ]  Secure fencing

You are being asked to provide a package of evidence demonstrating how the home meets Home and Community-Based setting requirements. Please provide information requested below. You may include or attach any relevant information that supports the demonstration that the home is Home and Community-Based. This information may include narrative descriptions, citation of program policies or protocols, and supporting documents. Please do not include personally identifying or protected information of individuals. Any supporting documents attached should have personal identifiers and protected information redacted before submission.

Describe the physical location of the home: (*Include a description of the physical characteristics of where the home is located including zoning, proximity to neighbors and community services, etc.)*

Describe how the setting supports individuals in accessing community activities and locations, including the frequency and nature of community activities accessed by individuals residing in the home: *(Include a description of how often individuals are engaging in activities or using services outside the home. Where are individuals going? For what purpose- employment, recreation, medical care, grocery shopping (IADL’s), etc.? Are the activities individual, small group, or include the whole household? Are individuals involved in or encouraged in choosing the activities, including where, when, and with whom an activity occurs? Are individuals encouraged to work or seek day service activities outside of the home? Do individuals have customized personal schedules that reflect their preferences and opportunities for community access?)*

Describe the nature and frequency of visitation by others to home: *(Describe the typical patterns for visitors to the home. This includes community members such as family, friends, or other non-staff persons visiting the home. How does the home encourage or welcome visitors?)*

Describe the typical source and utilization of transportation by the residents of the home: *(Include a description of accessible public transportation specific to the home’s location such as bus lines, dial-a-ride services, light rail, etc. Describe how individuals in the home typically get to and from community locations. What is the typical length and nature of commute for individuals residing in the home to get to work or day services, and is this consistent with the experience of members of the local community?)*

Describe qualifications and training for agency staff related to the requirements of HCBS and philosophies of community-based living: *(Describe agency policies related to staff qualifications and training relevant to HCBS- this may include Person-Centered Thinking and practices. Provide information related to agency resources or efforts to support person-centered practices and HCBS concepts.)*

Describe how the self-direction and independence of individuals is encouraged and supported in the home: *(Include a description of strategies utilized to encourage individuals to self-direct their routines and activities and how independence is supported. Describe how program resources are structured or utilized to allow for flexibility based on individual needs and preferences. Do staffing and the delivery of ADL support function in a manner that allow an individual optimal flexibility in their daily lives and support opportunities outside of the home?)*

Describe how the home was selected by the individual: *(Include a description of how the individual exercised choice in selecting the site, such as if the individual or their representative had the opportunity to visit the site prior to entry. Were any other sites visited or offered for touring as well? Describe how individuals in the home or their representatives are informed about other service setting options. What is the protocol or standard practice for the home when individuals or their representative express dissatisfaction with the environment or a desire to move?)*

Provide any additional information that is relevant to demonstrating the home is Home and Community-based, supporting integration and full access to the greater community:

List any supporting documents in addition to this form being submitted as part of the evidence package: