

Home and Community Based Settings (HCBS) Rules
Residential On-Site Observation Tool

Instructions: To accommodate the schedule of the community members for interviews, steps 2 and 3 may occur in a different order.		Task Completed
Step 1	Complete the preliminary review section <u>prior</u> to the onsite assessment and attach documentation. Bring all documents to the on-site assessment.	<input type="checkbox"/>
Step 2	Complete observation portion of the assessment.	<input type="checkbox"/>
Step 3	Complete the community member interviews.	<input type="checkbox"/>

Preliminary Review	
1	Research the ownership and operations of the facility on the company website. For example, identify any information regarding shared administration, finance, staff and transportation resources.
2	Conduct Google map and real estate website search to provide pictures and maps of the facility and the surrounding area.
3	Research forms of public transportation available to members and visitors to the setting (i.e. bus, light rail, community operated transportation, etc.)

Bring documentation of the research conducted to the on-site assessment and attach to the completed Observation and Community Interviews On-Site Assessment

Observations/Comments

Observation			
Please select whether the following occurs in general provided there are no			For Interviewer Purposes Only
		Yes/No	Review Comments
4	The home is in close proximity to other homes.		
5	The setting is in close proximity to businesses.		
6	The units/bedrooms have lockable doors, with only appropriate staff having keys to the doors.		
7	Measures are in place to preserve and protect an individual's privacy.		
8	The individuals have freedom to furnish and decorate their unit/bedroom.		
9	Public transportation pick-up/drop-off locations are in close proximity to the setting.		
10	The pick-up/drop-off locations are physically accessible without access barriers.		
11	The staff is aware of opportunities for members to interact in their location local communities (i.e. flyers posted about local events, maps of activities to do in the community, etc.).		
12	Visiting hours are not posted.		
13	Members are freely navigating <u>in groups</u> inside and outside of the home (within parameters).		
14	Members are freely navigating <u>individually</u> inside and outside of the home (within parameters).		
15	Members are observed interacting with people who don't live or work in the home		
16	Call light or other device is available for member to signal his or her need for assistance/for staff to respond to members.		
17	Staff address members by their name		
18	Staff asks for member's permission before providing assistance.		
19	Setting has prominent signage posting on how to report abuse and neglect. Signage should detail the process for anonymous reporting and whistleblower protections.		

Observation - Memory Care Only		
Please select whether the following occurs in general provided there are no		For Interviewer Purposes Only Review Comments
	Yes/No/NA	
	The facility utilizes environmental design to address mitigate exit-seeking behavior while supporting a member’s freedom to navigate in and outside of the facility.	
Describe the outside and inside of the facility including the secure perimeter.		

Community Interviews
Interviews should occur over the phone, if possible. Setting can provide information of people who regularly interact with setting now or prior to Covid.

Interview #1		
Interview Questions	Interviewee Response	Reviewer Comments/Observations
Is the setting valuable to the general community? Please explain.		
Do you see individuals in the setting interacting with the general community? Please explain.		

Interview #2		
Interview Questions	Interviewee Response	Reviewer Comments/Observations
Is the setting valuable to the general community?		
Do you see individuals in the setting interacting with the general community? Please explain.		