

HCBS C4 Non-Residential Assessment Global Analysis

1. SETTING

1.1. *Expectation: Individuals do not receive services/training primarily in isolated facilities, or setting which limit their potential integration with the community at large.*

1.1.1. Is the program surrounded by high walls/fences and/or have closed/locked gates?

	Yes	No	N/A	Blank
DDSN Day Programs	11	73	0	0
Ideal Answer		X		

1.1.2. Is the program setting among private residences/businesses and community resources?

	Yes	No	N/A	Blank
DDSN Day Programs	81	3	0	0
Ideal	X			

1.1.3. Does the program purposefully separate individuals receiving Medicaid HCB services from those who do not?

	Yes	No	N/A	Blank
DDSN Day Programs	5	79	0	0
Ideal		X		

1.1.4. Is the programs on the grounds of, or adjacent to, a public institution?

	Yes	No	N/A	Blank
DDSN Day Programs	5	76	0	3
Ideal		X		

1.1.5. Is the setting located on a parcel of land that contains more than one State licensed facility?

	Yes	No	N/A	Blank
DDSN Day Programs	13	71	0	0
Ideal		X		

1.1.6. Is the setting located in a building that is also publicly or privately operated facility that provides inpatient institutional treatment?

	Yes	No	N/A	Blank
DDSN Day Programs	1	83	0	0
Ideal		X		

1.2. *Expectation: Individuals are able to maneuver through hallways, doorways, and common areas with or without assistive devices. Supports are available to individuals who require them.*

1.2.1. Are supports provided for individuals who need them to move around the setting independently/as they are able (grab bars, ramps, viable emergency exits, etc.)?

	Yes	No	N/A	Blank
DDSN Day Programs	84	0	0	0
Ideal	X			

1.2.2. Are appliances/amenities accessible to individuals with varying access needs?

	Yes	No	N/A	Blank
DDSN Day Programs	82	2	0	0
Ideal	X			

1.2.3. Can individuals make use of furniture and spaces conveniently and comfortably?

	Yes	No	N/A	Blank
DDSN Day Programs	84	0	0	0
Ideal	X			

1.2.4. Are hallways/common areas accessible to individuals of varying needs?

	Yes	No	N/A	Blank
DDSN Day Programs	83	0	0	1
Ideal	X			

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1.2.5. Are individuals, or groups of individuals, restricted from areas of the program because it is inaccessible to individuals with specific ambulatory needs?

	Yes	No	N/A	Blank
DDSN Day Programs	2	82	0	0
Ideal		X		

1.3. *Expectation: Programs should have characteristics of community settings.*

1.3.1. Does the program offer individuals flexibility outside of the structured events?

	Yes	No	N/A	Blank
DDSN Day Programs	81	3	0	0
Ideal	X			

1.3.2. Does the program afford opportunities for individual schedules that focus on the needs and desires of an individual?

	Yes	No	N/A	Blank
DDSN Day Programs	81	3	0	0
Ideal	X			

2. ACTIVITIES AND COMMUNITY INTEGRATION

2.1. *Expectation: Individuals receive services in community setting outside the facility.*

2.1.1. Do individuals exercise choice in determining community-based activities (related to objectives in their service plan) in which they will participate during receipt of services?

	Yes	No	N/A	Blank
DDSN Day Programs	77	7	0	0
Ideal	X			

2.1.2. Do individuals have planned opportunities to interact with citizens without disabilities?

	Yes	No	N/A	Blank
DDSN Day Programs	83	1	0	0
Ideal	X			

2.1.3. Do individuals have unplanned opportunities to interact with citizens without disabilities?

	Yes	No	N/A	Blank
DDSN Day Programs	78	6	0	0
Ideal	X			

2.1.4. How often does the program provide opportunities for individuals to receive services in community settings outside the facility?

Individuals should receive what services they can outside of the facility and in the community, (ex. individual is learning to shop for groceries, so individual should learn skills in community grocery store as appropriate).

2.2. *Individuals have opportunities to discover and learn to access new community resources and identify potential employment options.*

2.2.1. How does the program facilitate individuals' access to the community?

The expectation is not that the individual will *only* access the community as part of the Day program, but that the program will educate/train individuals to take part of their community on their own time.

2.2.2. Does the program organize activities or facilitate access to community resources of individuals' choosing (related to objectives in their service plan)?

	Yes	No	N/A	Blank
DDSN Day Programs	70	11	0	2
Ideal	X			

2.2.3. How does the program and its organized activities expose individuals to new community resources and potential employment options?

The program should be designed to help individuals learn about different resources and activities available to them within the community.

2.3. *Individuals have the ability to seek and gain competitive employment in the community.*

2.3.1. How does the program aid individuals who wish to pursue competitive employment in the community.

If an individual expresses they would like to pursue employment as part of their person-centered service plan, the program should communicate this to the individual’s case manager. Additionally, the program should aid the individual in skill building to obtain the goal of employment and/or refer the individual to appropriate community resources to learn relevant skills.

2.4. *Individuals have full access to the community and are allowed to come and go from the facility, as they are able, unless the individual’s safety would be jeopardized. Reasons to restrict movement are documented in the individual’s record. Attempts to mitigate safety issues prior to revoking an individual’s right to freedom of movement are documented.*

2.4.1. Are individuals able to come and go from the facility and its grounds as they are able?

	Yes	No	N/A	Blank
DDSN Day Programs	67	17	0	0
Ideal	X			

2.4.2. Can individuals engage in community and social activities of their preference outside of the facility as they are able?

	Yes	No	N/A	Blank
DDSN Day Programs	79	4	0	1
Ideal	X			

2.4.3. Are individuals moving around inside and outside of the facility?

	Yes	No	N/A	Blank
DDSN Day Programs	78	5	0	1
Ideal	X			

2.4.4. Does the facility provide accessible transportation so individuals may access the community?

	Yes	No	N/A	Blank
DDSN Day Programs	79	3	0	2
Ideal	X			

2.4.5. Is transportation provided or arranged by the facility to community activities?

	Yes	No	N/A	Blank
DDSN Day Programs	53	30	0	1
Ideal	X			

2.4.6. How does the facility organize appropriate transportation to community activities?

The program should provide or coordinate for individuals’ transportation to community activities that take place during a service unit of time.

2.4.7. Do individuals have access to public transportation?

	Yes	No	N/A	Blank
DDSN Day Programs	32	18	34	0
Ideal	No ideal answer - will be based on individual community within which the program is located			

2.4.8. Does the facility offer training to individuals on how to use public transportation?

	Yes	No	N/A	Blank
DDSN Day Programs	32	18	32	2
Ideal	X			

2.4.9. Are public transport schedules and contact information readily accessible to individuals?

	Yes	No	N/A	Blank
DDSN Day Programs	82	2	0	0
Ideal	X			

2.4.10. Describe and provide a copy of facility’s policies and procedures regarding transportation to community activities.

For programs that have transportation, please be sure to have a policy and/or procedures on transporting individual participants and that the policy is reviewed on a regular basis. Seek advice from legal counsel on writing such policies and/or procedures and how often they should be reviewed and revised.

3. CHOICE, DIGNITY & RESPECT

3.1. *Individuals have opportunities to make choices relating to all aspects of services received in the program free from coercion.*

3.1.1. Does the setting ensure individuals are supported to make decisions and exercise autonomy to the greatest extent possible?

	Yes	No	N/A	Blank
DDSN Day Programs	83	1	0	0
Ideal	X			

3.1.2. Do staff retaliate or impose consequences on individuals in response to complaints?

	Yes	No	N/A	Blank
DDSN Day Programs	4	80	0	0
Ideal		X		

3.1.3. Are individuals allowed to voice grievances to the facility staff, public officials, the ombudsman, or any other person, without fear of reprisal, retaliation, restraint, interference, or coercion?

	Yes	No	N/A	Blank
DDSN Day Programs	83	0	0	1
Ideal	X			

3.1.4. How does the facility ensure individuals are allowed to voice grievances without fear of reprisal, retaliation, restraint, interference, or coercion? Please explain or provide a copy of the facility’s policy and procedure on grievances.

Please be sure to have a written policy and/or procedure on how an individual participant can voice and/or file a grievance, including what steps for the individual participant to take. Seek advice from legal counsel on writing such policies and/or procedures and how often they should be reviewed and revised.

3.1.5. Do individuals make choices regarding the activities in which they engage that are aligned with their plan of care/service plan?

	Yes	No	N/A	Blank
DDSN Day Programs	83	0	0	1
Ideal	X			

3.1.6. Are individuals encouraged to create a personal activities schedule?

	Yes	No	N/A	Blank
DDSN Day Programs	52	31	0	1
Ideal	X			

3.1.7. Are individuals encouraged to initiate and create activities of their choice?

	Yes	No	N/A	Blank
DDSN Day Programs	74	9	0	1
Ideal	X			

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3.1.8. Do individuals' schedules vary from others?

	Yes	No	N/A	Blank
DDSN Day Programs	74	9	0	1
Ideal	X			

3.2. *Information is available to individuals on how to file an anonymous complaint. Telephone numbers for appropriate regulating bodies and information for reporting Abuse, Neglect, and Exploitation are posted in a common area of the facility.*

3.2.1. How does the program make information about how to register an anonymous complaint available to individuals?

Information about registering an anonymous complaint should be made available to individual upon entering the Day program.

3.2.2. Is information about filing complaints posted in obvious and accessible areas?

	Yes	No	N/A	Blank
DDSN Day Programs	75	9	0	0
Ideal	X			

3.3. *Staff treat individuals in a dignified manner.*

3.3.1. Do staff greet and chat with individuals?

	Yes	No	N/A	Blank
DDSN Day Programs	84	0	0	0
Ideal	X			

3.3.2. Do staff converse with individuals while providing assistance/services and during the course of the day?

	Yes	No	N/A	Blank
DDSN Day Programs	84	0	0	0
Ideal	X			

3.3.3. Do staff talk to other staff in front of individuals as if the individual is not there?

	Yes	No	N/A	Blank
DDSN Day Programs	10	74	0	0
Ideal		X		

3.3.4. Do staff address individuals in the manner they like to be addressed?

	Yes	No	N/A	Blank
DDSN Day Programs	83	0	0	1
Ideal	X			

3.3.5. Are staff available when support/assistance is needed or desired?

	Yes	No	N/A	Blank
DDSN Day Programs	85	0	0	0
Ideal	X			

3.3.6. Are there program policies in which staff do not treat individuals with dignity and respect?
Please provide a copy.

	Yes	No	N/A	Blank
DDSN Day Programs	83	1	0	0
Ideal	X			

3.4. *Individual choices are accounted for and honored unless the individual's safety would be jeopardized and in accordance with the person-centered plan.*

3.4.1. Do staff ask the individual about his/her needs/preferences?

	Yes	No	N/A	Blank
DDSN Day Programs	83	0	0	1
Ideal	X			

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3.4.2. Are individuals aware of how to make service requests?

	Yes	No	N/A	Blank
DDSN Day Programs	78	4	0	2
Ideal	X			

3.4.3. How are individual requests accommodated?

Program should be designed to be as personalized as possible to the specific needs and interests of each individual receiving services in the setting. Individuals should have choice within the Day program that will allow variances amongst individual schedules per individual desires. Individuals should not be following a similar schedule that does not take into account personal differences.

3.5. *Individuals and/or their representatives are active participants in the service planning process. Planning meetings occur at times convenient to the individual/representative.*

3.5.1. How does the setting post or provide information to individuals/representative(s) about how to request and schedule a planning meeting?

Service planning meetings should take into account the convenience of the individual and/or their personal representative. Information as to how to contact a program service coordinator, or case manager, should be readily available and accessible to individuals

3.5.2. Was the individual/representative(s) present during the last plan meeting?

	Yes	No	N/A	Blank
DDSN Day Programs	77	5	0	2
Ideal	X			

3.5.3. Do individuals participate in their planning meetings?

	Yes	No	N/A	Blank
DDSN Day Programs	82	1	0	1
Ideal	X			

3.5.4. Is the individual's input reflected in the service plan?

	Yes	No	N/A	Blank
DDSN Day Programs	82	1	0	1
Ideal	X			

3.6. *The individual's right to dignity and privacy is protected and respected.*

3.6.1. Is health information about individual's kept private?

	Yes	No	N/A	Blank
DDSN Day Programs	83	1	0	0
Ideal	X			

3.6.2. Is health information stored in a central location, locked in a secure area, and only accessible to professional staff? If no, where is it stored?

	Yes	No	N/A	Blank
DDSN Day Programs	79	4	0	1
Ideal	X			

3.6.3. Are schedules of individuals for PT, OT, medications, restricted diet, etc., posted in a general open area for all to view?

	Yes	No	N/A	Blank
DDSN Day Programs	3	80	0	1
Ideal		X		

3.6.4. Are health related and personal care activities conducted in private locations? Examples: blood pressure readings, personal hygiene, incontinence care, etc.

	Yes	No	N/A	Blank
DDSN Day Programs	80	4	0	0
Ideal	X			