

### Checklist: Access to Food

#### Policy, Procedures and Operational Guidelines

1. Ensure that P&P Manual contains the specific requirement that individuals have access to food at any time and are provided a place to store snacks.
2. Ensure the P&P Manual describes the expectation that individuals have choices of when, where and with whom they would like.
3. Ensure the P&P Manual describes the expectation that individuals who work have access to food through typical workplace rules that all employees follow.
4. Ensure that P&P Manual describes the specific procedure to obtain due process if a modification is required, in keeping with the description in the *Checklist for Person- Centered Plan Documentation of Modifications to HCBS Requirements*.
5. Ensure that P&P Manual requires provider staff are trained with regard to individuals' access to food at any time.

- ✓ Does the Manual contain the expectation for each policy?
- ✓ Does the Manual describe the provider's specific procedures for ensuring each policy is implemented?

Check to confirm policy is complete	Yes	No
1. Contains		
2. Describes		
3. Describes		
4. Describes		
5. Requires		

#### Ensure that provider staff have been trained to competency for this requirement.

1. Is there training curriculum available for review?
2. Does the training material accurately reflect the requirement and what it should look like in practice?
3. Do the training rosters show that all staff have been trained in this requirement?

Name of Training:  
 Name of Trainer:  
 Date of Training:  
 Training Roster Available:

#### Provider Confirmation

#### External Review for Heightened Scrutiny Review & Advocacy

Name of Policy:		<i>Type of Review</i>	<i>Name of Reviewer</i>	<i>Date</i>
Policy Page or Number		Certification		
Date Policy Completed/Approved:		Monitoring		
Approved By:		Advocacy		

**NOTE: External Reviews will include 'Observation' and 'Interview' questions below during Certification and Monitoring Visits**

Observations	Individual/Staff Name(s)	Date
Ensure that individuals have access to food at any time and are provided a place to store snacks.		

If there is an approved provider- imposed restriction, is a plan in process to remove it that is consistent with the person-centered plan and due process policy?		
<b>Interviews</b>	<b>Individual/Staff Name(s)</b>	<b>Date</b>
<p>Interview individuals to ensure they are aware they can have to food at any time and are provided a place to store snacks.</p> <p>Examples of questions to ask:</p> <ul style="list-style-type: none"> <li>✓ If you get hungry or want a snack outside of mealtimes, can you get something to eat if you want to?</li> <li>✓ Do you have to get permission from anybody? If so, do you know why you need permission?</li> </ul>		
<p>Interview staff to ensure they can describe an individual’s right to access to food at any time and their roles and responsibilities to support that right.</p> <ul style="list-style-type: none"> <li>✓ If any individual has an approved restriction consistent with the due process policy, ensure staff know about the restriction and the plan to remove it, and can describe their roles and responsibilities in implementing that plan.</li> </ul>		
Notes:		