

Checklist: Control Over Personal Resources

Policy, Procedures and Operational Guidelines

1. Ensure that P&P Manual contains the specific requirement that individuals will have control over their personal resources, including personal funds, and that individuals have access to information about their resources.
2. Ensure the P&P Manual describes the expectation that individuals are able to shop and make purchases with their personal funds consistent with their personal choices.
3. Ensure the P&P Manual explains the process for designating a Representative Payee and how commingling of funds will be prevented.
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' control over Personal Resources.

- ✓ 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:		<u>Type of Review</u>	<u>Name of Reviewer</u>	<u>Date</u>
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 Name(s)	Date
Observe, as feasible, whether individuals have control over and access to their personal resources.		
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?		

Interviews	Individual Name(s)	Date
<p>Interview individuals to ensure they are aware of their right to have control over and access to personal resources. Examples of questions to ask:</p> <ul style="list-style-type: none"> ✓ Are you able to keep your own money with you? ✓ If you don't keep your own money with you, can you get it whenever you ask for it? ✓ Do you have your own bank account or ATM card? Do you know how to use them? 		
<p>Ensure that every individual has the ability to shop and make purchases with their personal funds consistent with the individual's personal choices. Examples of questions to ask:</p> <ul style="list-style-type: none"> ✓ If you want to buy something and you have enough money to pay for it, do you go shopping for it? Do you ever buy things on-line? ✓ Where do you like to shop? How often do you go shopping? <p>If there is an approved provider- imposed restriction, there is a plan in process to remove it that is consistent with the person-centered plan and due process policy.</p>		
<p>Interview staff to ensure they can describe an individual's right to control and access their personal resources, including personal funds, and that they can describe their roles and responsibilities in supporting individuals to exercise control over personal resources.</p>		
<p>For providers who are Representative Payees, Interview staff to ensure they can describe their role and responsibilities.</p>		
<p>Notes:</p>		