

Checklist: Dignity and Respect

Policy, Procedures and Operational Guidelines

<ol style="list-style-type: none"> 1. Ensure that P&P Manual contains the specific requirement that providers ensure that individuals are treated with dignity and respect at all times. 2. Ensure the P&P Manual describes the expectation that individuals have freedom of choice about clothing and hairstyle. 3. Ensure the P&P Manual describes the expectation that staff will address people in the manner in which the person would like to be addressed. 4. Ensure that P&P Manual prohibits any restriction to this requirement. 5. Ensure that P&P Manual describes the expectation for obtaining due process if a modification to is required, in keeping with the description in the <i>Checklist for Person- Centered Plan Documentation of Modifications to HCBS Requirements</i>. 6. Ensure that P&P Manual requires provider staff are trained with regard to individuals' rights to dignity and respect. 	✓ 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. Prohibits		
	5. Describes		
6. Requires			

Ensure that provider staff have been trained to competency for this requirement. <ol style="list-style-type: none"> 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:
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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/Staff Name(s)	Date
Observe whether individuals are treated with dignity and respect, consistent with what this should look like in practice.		
If there is an approved restriction, there is a plan in process to remove it that is		

consistent with the person- centered plan and due process policy.		
Interviews	Individual/Staff Name(s)	Date
<p>Interview individuals to ensure they are aware of these rights and if they feel they are treated with dignity and respect.</p> <p>Examples of questions to ask:</p> <ul style="list-style-type: none"> ✓ Do you feel that staff listen to and respect you? ✓ Do you feel that your likes, dislikes, and preferences are respected? ✓ Are you able to wear your hair and clothes as you would like as long as they are fit, clean, and appropriate for the weather? 		
Interview staff to ensure they can describe an individual’s rights to dignity and respect at all times and their roles and responsibilities to support these rights.		
Notes:		