

## Checklist: Freedom to Furnish and Decorate Sleeping or Living Units

### Policy, Procedures and Operational Guidelines

1. Ensure that P&P Manual contains the specific requirement that individuals will have control over decorating and furnishing their living units and that units are not pre- furnished.
2. Ensure the P&P Manual describes the expectation that individuals have control over their decor as long as personal effects do not compromise the health and safety of any person and as space allows.
3. Ensure the lease agreement specifies any rules or responsibilities about the furnishing of living units in the terms of the lease or residency agreement.
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 decorating and furnishing their living units.

- ✓ 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. Specifies		
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 whether individuals have bedrooms that do not all look alike and that they appear to be decorated with personal items.		

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 Name(s)</b>	<b>Date</b>
<p>Interview individuals to ensure they can decorate and furnish their living units according to their preferences. Examples of questions to ask:</p> <ul style="list-style-type: none"> <li>✓ Can you decorate your room like you want to?</li> <li>✓ What kinds of decorations do you like?</li> <li>✓ Are there things you can't have in your room that you would like to have?</li> <li>✓ Would you like to show me your room?</li> </ul>		
Interview staff to ensure they can describe an individual's right to decorate and furnish their living units.		
Notes:		