

## Checklist: Lockable Doors

### Policy, Procedures and Operational Guidelines

<ol style="list-style-type: none"> <li>1. Ensure that P&amp;P Manual contains the specific requirement that individuals will have locks on their sleeping or living unit to allow for privacy.</li> <li>2. Ensure the P&amp;P Manual describes the expectation that staff and others respect the person's privacy by knocking and receiving permission before entering a person's room.</li> <li>3. Ensure the P&amp;P Manual explains how to determine the appropriate staff who can have a key to an individual's room and the circumstances under which they can use it.</li> <li>4. Ensure that P&amp;P Manual describes the specific procedure to obtain due process if a modification is required, in keeping with the description in the <i>Checklist for Person-Centered Plan Documentation of Modifications to HCBS Requirements</i> to include Human Rights Committee Review (HRC).</li> <li>5. Ensure that P&amp;P Manual requires provider staff are trained with regard to privacy requirements, including locks on sleeping or living unit doors and individuals' right to lock door unless there is a formal restriction, completed in accordance with due process policy, in place.</li> <li>6. Ensure that operational (maintenance) guidelines include a procedure for ensuring that locks are present and in working order on at least a quarterly basis.</li> </ol>	<p>✓ Does the Manual contain the expectation for each policy?</p> <p>✓ Does the Manual describe the provider's specific procedures for ensuring each policy is implemented?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Check to confirm policy is complete</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;">No</td> </tr> <tr> <td>1. Contains</td> <td></td> <td></td> </tr> <tr> <td>2. Describes</td> <td></td> <td></td> </tr> <tr> <td>3. Explains</td> <td></td> <td></td> </tr> <tr> <td>4. Describes</td> <td></td> <td></td> </tr> <tr> <td>5. Requires</td> <td></td> <td></td> </tr> <tr> <td>6. Ensures</td> <td></td> <td></td> </tr> </table>	Check to confirm policy is complete	Yes	No	1. Contains			2. Describes			3. Explains			4. Describes			5. Requires			6. Ensures		
Check to confirm policy is complete	Yes	No																				
1. Contains																						
2. Describes																						
3. Explains																						
4. Describes																						
5. Requires																						
6. Ensures																						

<p><b>Ensure that provider staff have been trained to competency for this requirement.</b></p> <ol style="list-style-type: none"> <li>1. Is there training curriculum available for review?</li> <li>2. Does the training material accurately reflect the requirement and what it should look like in practice?</li> <li>3. Do the training rosters show that all staff have been trained in this requirement?</li> </ol>	<p>Name of Training:</p> <p>Name of Trainer:</p> <p>Date of Training:</p> <p>Training Roster Available:</p>
---	---

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 and/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
All bedroom doors have working locks.		
Every individual has a key to their sleeping or living unit doors.		
Due Process Plans are available for review when bedroom doors do not have working locks and individuals do not have keys; the Due Process Plans are consistent with the Due Process policy for individuals who do not have keys.	List any individual who do not have a key and the date of HRC review:	

Interviews	Individual/Staff Name(s)	Date
<p>Ensure that every individual interviewed is aware of the right to lock sleeping or living unit doors for privacy. Examples of questions to ask:</p> <ul style="list-style-type: none"> <li>✓ Can you lock the door to your bedroom if you want to so that you can have privacy?</li> <li>✓ If any individual interviewed has an approved restriction consistent with the due process policy, ensure the individual has been informed of the restriction and the plan to remove it.</li> </ul>		
<p>Ensure that every individual interviewed has a key to their sleeping or living unit doors. Examples of questions to ask:</p> <ul style="list-style-type: none"> <li>✓ Do you have a key for your bedroom?</li> <li>✓ Do you keep it with you or have a special place for it?</li> <li>✓ If you don't have a key, why not? Has anyone offered to give you one?</li> </ul> <p>If any individual interviewed has an approved restriction consistent with the due process policy, ensure the individual has been informed of the restriction and the plan to remove it.</p>		
<p>Interview individuals about their ability to use their keys and locks effectively and any relevant supports and/or training in the person-centered plan. Examples of questions to ask:</p> <ul style="list-style-type: none"> <li>✓ Do you know how to use your key/lock?</li> <li>✓ If feasible and appropriate: Could you please show me how you use your key/lock?</li> </ul> <p>If any individual cannot effectively use their lock and/or key: Is someone helping you practice and learn how to use it, or does someone help you use it when needed?</p>		
<p>Interview staff to ensure they can describe an individual's right to lock the bedroom door for privacy and any approved restriction, including the plan in process to remove it, consistent with the due process policy.</p> <ul style="list-style-type: none"> <li>✓ If any individual supported has a plan in place to remove a modification, such as an individual training plan, provider staff should be able to describe the components of the plan that they are expected to implement</li> </ul>		
<p>Interview staff to ensure they can describe how they support individuals to use, or learn how to use, their lock and key.</p>		
<p>Interview staff to ensure that those who have key access to individuals' rooms can describe the circumstances under which they can use the key.</p>		
<p>Notes:</p>		