

Checklist: Person-centered Plan Documentation of Modifications to HCBS Requirements

Policy, Procedures and Operational Guidelines

<ol style="list-style-type: none"> 1. Ensure that P&P Manual contains the specific requirement that any modification of the rights specified in the HCBS rule must be supported by a specific assessed need and documented in the person-centered plan. 2. Ensure the P&P Manual describes the expectation that providers ensure all modifications are implemented in the least restrictive manner necessary to protect the person and provide support to reduce or eliminate the need for the modification in the most integrated setting and inclusive manner. 3. Ensure that the P&P Manual or other operational guidelines include a procedure for documenting modification, including: <ol style="list-style-type: none"> a. Positive interventions and supports used prior to any modifications to the service delivery plan b. Less intrusive methods of meeting the need that have been tried but did not work c. Regular collection and review of data to measure the ongoing effectiveness of the modification d. Established time limits for periodic reviews to determine if the modification is still necessary or can be terminated e. An assurance that interventions and supports will cause no harm to the person f. Informed consent 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 <i>Checklist for Person-Centered Plan Documentation of Modifications to HCBS Requirements</i>. 5. Ensure that P&P Manual requires provider staff are trained with regard to individuals' ability to have visitors of their choosing 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. Includes		
	4. Describes		
5. 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 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 Name(s)	Date
<p>Observe to ensure that, if there are any approved modifications for any individuals in a setting, there is a corresponding plan in place to remove it that is consistent with the person-centered plan and due process policy described above.</p> <ul style="list-style-type: none"> ✓ Review the person-centered plan. ✓ Review the HRC approval minutes for the approved plan to remove the modification. ✓ Review documentation to show that the setting keeps data and completes periodic reviews, as defined in the approved plan, to determine if a modification might be reduced or removed. Ensure that the determination is data-based and the rationale is clearly documented 		
Interviews	Individual Name(s)	Date
<p>Interview individuals with modifications, and guardians as applicable, to ensure they provided consent. Ask:</p> <ul style="list-style-type: none"> ✓ If you are not allowed to (specify the modification), did staff tell you why and did you agree to it? 		
<p>Interview staff to ensure that, If any individual has an approved modification consistent with the due process policy, they know about it and the plan to remove it, and can describe their roles and responsibilities in implementing that plan.</p>		
<p>Notes:</p>		