

## Checklist: Physical Accessibility

### Policy, Procedures and Operational Guidelines

1. Ensure that P&P Manual contains the specific requirement that the setting is fully accessible and compliant with the Americans with Disabilities Act.
2. Ensure the P&P Manual describes the expectation that providers ensure a person's physical environment meets his or her needs.
3. Ensure the P&P Manual describes the expectation that, as needed, the provider installs grab bars, ramps, adapted furniture, etc., to ensure access to desired areas and household items.
4. Ensure the P&P Manual describes the expectation that people are notified that they may request a reasonable accommodation, and that the provider explains how to make such a request.
5. 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*.
6. Ensure that P&P Manual requires provider staff are trained with regard to the setting being physical accessible to the individual, including the right of the individual to move about the setting and not be confined to any one defined area.

- ✓ 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. Describes		
6. 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 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**

<b>Observations</b>	<b>Individual Name(s)</b>	<b>Date</b>
Observe to ensure that all exits and entrances are accessible to all individuals and that they are able to move freely throughout the common living areas.		
If there is an approved provider- restriction, there 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>
Interview individuals to ensure they are able to move freely in and out of the home and throughout their living unit and the home’s common areas, without barriers. Examples of questions to ask: <ul style="list-style-type: none"> <li>✓ Are you able to move around your home and access different rooms, like the kitchen and laundry room, as you like?</li> <li>✓ If you use a wheelchair for mobility, are all the doorways to common areas wide enough to allow you to move back and forth freely?</li> <li>✓ Are you able to use outdoor spaces, like patios and porches?</li> <li>✓ Are there are grab bars, ramps, or other furniture that help you move around the residence?</li> <li>✓ If there is an approved modification, there is a plan in process to remove it that is consistent with the person- centered plan and due process policy.</li> </ul>		
Interview individuals to ensure they are aware of their ability to request reasonable accommodations. Ask: <ul style="list-style-type: none"> <li>✓ Do you know how to ask if you need something that will make it easier help to move around your home or day program?</li> </ul>		
Ensure that staff can describe an individual’s ability to physically access the space. <ul style="list-style-type: none"> <li>✓ If any individual has an approved modification consistent with the due process policy, ensure staff know about the restriction and the plan to remove it, and can describe their roles and responsibilities in implementing that plan.</li> </ul>		
Notes:		