

**Home and Community Based Settings (HCBS) Rules
Day Program On-Site Observation Tool**

Instructions: To accommodate the schedule of the community members for interviews, steps 2 and 3 may occur in a different order. **Task Completed**

<i>Step 1</i>	Complete the preliminary review section <u>prior</u> to the onsite assessment and attach documentation. Bring all documents to the on-site assessment.	<input type="checkbox"/>
<i>Step 2</i>	Complete observation portion of the assessment.	<input type="checkbox"/>
<i>Step 4</i>	Complete the community member interviews.	<input type="checkbox"/>

Preliminary Review

1	Research the ownership and operations of the facility on the company website. For example, identify any information regarding shared administration, finance, staff and transportation resources.
2	Conduct Google map and real estate website search to provide pictures and maps of the facility and the surrounding area.
3	Research forms of public transportation available to members and visitors to the setting (i.e. bus, light rail, community operated transportation, etc.)

Observations/Comments

For Reference Only

Observation			
Please select whether the following occurs in general provided there are			For Interviewer Purposes Only
		Yes/No	Review Comments
4	The setting is in close proximity to homes.		
5	The setting is in close proximity to businesses.		
6	Measures are in place to preserve and protect an individual's privacy.		
7	Public transportation pick-up/drop-off locations are in close proximity to the setting.		
8	The pick-up/drop-off locations are physically accessible without access barriers.		
9	The staff is aware of opportunities for members to interact in their location local communities (i.e. flyers posted about local events, maps of activities to do in the community, etc.).		
10	Members are freely navigating <u>in groups</u> inside and outside of the setting (within parameters).		
11	Members are freely navigating <u>individually</u> inside and outside of the setting (within parameters).		
12	Members are observed interacting with people who don't live or work in the setting.		
13	Staff address members by their name		
14	Staff asks for member's permission before providing assistance.		
15	Setting has prominent signage posting on how to report abuse and neglect. Signage should detail the process for anonymous reporting and whistleblower protections.		

Community Interviews

Interview #1		
Interview Questions	Interviewee Response	Reviewer Comments/Observations
Is the setting valuable to the general community? Please explain.		
Do you see individuals in the setting interacting with the general community? Please explain.		

Interview #2		
Interview Questions	Interviewee Response	Reviewer Comments/Observations
Is the setting valuable to the general community? Please explain.		

Do you see individuals in the setting interacting with the general community? Please explain.		
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