

**Home and Community Based Settings (HCBS) Rules
Employment 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 3</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 no health and safety risks to the individual.			For Interviewer Purposes Only
		Yes/No	Review Comments
4	The setting is within close proximity to other businesses.		
5	The pick-up/drop-off locations are physically accessible without access barriers.		
6	Members are freely navigating in groups inside and outside of the setting (within parameters).		
7	Members are freely navigating individually inside and outside of the setting (within parameters).		
8	Members are observed interacting with people who don't work in the setting.		
9	Staff address members by their name.		
10	Staff asks for member's permission before providing assistance.		
11	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.		