

**Home and Community Based Settings (HCBS) Rules  
Employment Virtual 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.)
4	Research the location in proximity to other businesses to better understand the immediate community (rural, urban, etc.).
5	Public transportation pick-up/drop-off locations are in close proximity to the setting.

**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 *if no, no need to demonstrate			Audit recommendations	Review Comments
6	Members are freely navigating in groups inside and outside of the setting (within parameters).		Must be demonstrated	
7	Members are freely navigating individually inside and outside of the setting (within parameters).		Must be demonstrated	
8	Members are observed interacting with people who don't work in the setting.		Must be demonstrated	
9	Staff address members by their name		Must be demonstrated	
10	Staff asks for member's permission before providing assistance.		Must be demonstrated	
11	Setting has prominent signage posting on how to report abuse and neglect. Signage should detail the process for anonymous reporting and whistleblower protections.		Pictures of locations posted, copies of signage	

**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.		