



## Home- and Community-Based Services (HCBS) 2021 Provider Quality Management Self-Assessment

**This form is required for entities enrolled to provide services in Section B under the following waivers/programs:**

- Health and Disability Waiver (HD)
- AIDS/HIV Waiver
- Elderly Waiver
- Children’s Mental Health Waiver (CMH)
- Intellectual Disability Waiver (ID)
- Brain Injury Waiver (BI)
- Physical Disability Waiver (PD)
- HCBS Habilitation Services (Hab)

Each provider is required to submit one, six-section self-assessment by **December 31, 2021**. This form is to be completed and submitted via fillable PDF as directed on the [Provider Quality Management Self-Assessment](#)<sup>1</sup> webpage. A password-protected electronic signature is required in Section E. in order for this document to be accepted. **Incomplete self-assessments will not be accepted.**

**Section A.** Identify the agency submitting this form.

**Section B.** Identify the programs and services your agency is enrolled to provide. If you are uncertain which services you are enrolled for, contact Iowa Medicaid Enterprise (IME) Provider Services via email [imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us) or phone at 800-338-7909, option 2.

**Section C.** Select the response option from the “Response Option” column that indicates the most accurate response for each item. If required areas are incomplete, the self-assessment will be returned to the agency and must be resubmitted.

Response options Include:

- Yes or No response are available if required for the service.
- Yes, No, and N/A responses are available when the standard is not required for all service providers.

\* Note: All standards are considered best practices.

**Section D.** Please fill out the information as requested.

**Section E.** Please complete and sign as directed.

**Section F.** Please fill out the information as requested.

Questions should be directed to the HCBS Specialist assigned to the county where the parent agency is located. For a complete list of HCBS Quality Oversight Unit contacts and a list of HCBS Specialists by region, please go to the DHS webpage [HCBS Waiver Provider Contacts](#)<sup>2</sup>.

<sup>1</sup> <https://dhs.iowa.gov/ime/providers/enrollment/provider-quality-management-self-assessment>

<sup>2</sup> <http://dhs.iowa.gov/ime/members/medicaid-a-to-z/hcbs/hcbs-contacts>



## Section B. Service Enrollment

Indicate *each* of the programs and corresponding services your agency is **enrolled** to provide (regardless of whether or not these services are currently being provided). If your agency is not enrolled for any of the services in this section, you are not required to submit the annual Provider Quality Management Self-Assessment. If you are uncertain as to the services your agency is enrolled for, please contact the IME Provider Services as explained on page one.

<b>Program</b>	<b>AIDS/HIV Waiver</b>	<b>BI Waiver</b>
<b>Services</b>	<input type="checkbox"/> Adult Day Care <input type="checkbox"/> Agency Consumer-Directed Attendant Care <input type="checkbox"/> Counseling <input type="checkbox"/> Respite	<input type="checkbox"/> Adult Day Care <input type="checkbox"/> Behavior Programming <input type="checkbox"/> Agency Consumer-Directed Attendant Care <input type="checkbox"/> Family Counseling and Training <input type="checkbox"/> Interim Medical Monitoring and Treatment <input type="checkbox"/> Prevocational Services <input type="checkbox"/> Respite <input type="checkbox"/> Supported Community Living <input type="checkbox"/> Supported Employment
<b>Program</b>	<b>CMH Waiver</b>	<b>Elderly Waiver</b>
<b>Services</b>	<input type="checkbox"/> Family and Community Support Services <input type="checkbox"/> In-home Family Therapy <input type="checkbox"/> Respite	<input type="checkbox"/> Adult Day Care <input checked="" type="checkbox"/> Agency Consumer-Directed Attendant Care <input checked="" type="checkbox"/> Assisted Living Service <input type="checkbox"/> Case Management <input type="checkbox"/> Mental Health Outreach <input type="checkbox"/> Respite

<b>Program</b>	<b>HD Waiver</b>	<b>ID Waiver</b>
<b>Services</b>	<input type="checkbox"/> Adult Day Care <input type="checkbox"/> Agency Consumer-Directed Attendant Care <input type="checkbox"/> Counseling <input type="checkbox"/> Interim Medical Monitoring and Treatment <input type="checkbox"/> Respite	<input type="checkbox"/> Adult Day Care <input type="checkbox"/> Agency Consumer-Directed Attendant Care <input type="checkbox"/> Day Habilitation <input type="checkbox"/> Interim Medical Monitoring and Treatment <input type="checkbox"/> Prevocational Services <input type="checkbox"/> Residential-based Supported Community Living <input type="checkbox"/> Respite <input type="checkbox"/> Supported Community Living <input type="checkbox"/> Supported Employment
<b>Program</b>	<b>PD Waiver</b>	<b>Habilitation Services</b>
<b>Services</b>	<input type="checkbox"/> Agency Consumer-Directed Attendant Care	<input type="checkbox"/> Day Habilitation <input type="checkbox"/> Home-based Habilitation <input type="checkbox"/> Prevocational Habilitation <input type="checkbox"/> Supported Employment Habilitation

## Section C. State and Federal Standards

For each of the following standards, the agency must select a response from the following:

- Indicating “**Yes**” means the agency currently has in place policies and/or practices meeting the proposed standards and can provide documented evidence verifying such.
- Indicating “**No**” means the agency does not currently have policies, practices, and documented evidence in place. When a “**No**” is indicated, the agency must document in the space provided at the end of each area or requirement, plans to meet the standards. The plan must identify the agency’s timeline for meeting the standards. **Implementation of corrective action to address current Code of Federal Regulations (CFR), Iowa Code, or Iowa Administrative Code (IAC) standards must be completed within 30 days of the date in Section F of this form.**
- The selection of “**NA**” indicates the item is not applicable to the programs and services your agency is enrolled for, and is not applicable in accordance to Centers for Medicare and Medicaid, Code of Federal Regulations, Iowa Code, or IAC.

This annual Provider Quality Management Self-Assessment will be returned to the agency if all sections are not completed, responses chosen are not compliant with CFR, Iowa Code, or IAC, or otherwise deemed unacceptable.

If the agency requires technical assistance, contact the regional HCBS Specialist assigned to the agency (see page one).

### I. Fiscal Accountability

IAC Chapters 78 and 79

At a minimum, all providers will maintain evidence of:	Yes	No	NA
1. A system for setting rates based on reasonable and proper costs of service provision (for example: D-4s, fee schedules, County Rate Information System CRIS Report, Documentation to support assigned tier rate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The maintenance of fiscal and clinical records for a minimum of five years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If indicating “No,” describe plan to meet the standard(s):			
If indicating “NA,” describe why the standard(s) are not applicable to your agency:			

## II. Training Requirements

IC 235B.16, 232.69, and IAC Chapter 77

Trainings are required for certain habilitation and waiver programs as listed below. It is recommended as a best practice that each waiver program provide all the trainings listed below.

	Yes	No	NA
1. The curriculum used by the provider is the state's approved training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Child and/or dependent abuse training completed within six months of hire (or documentation of current status)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Training every three years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Member rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rights restrictions and limitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Member confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provision of member medication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Individual member support needs, including Behavior Intervention Plans (BIP) when applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Incident reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Brain injury training completed within 60 days of beginning service provision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. CMH Waiver:			
a. Staff must receive the following training within one month of employment and prior to providing direct service without the presence of experienced staff:			
1) Orientation on provider's mission, policies, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2) Orientation on HCBS philosophy and outcomes for rights and dignity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Staff must receive the following training within four months of employment and prior to providing direct service without the presence of experienced staff:			
1) Training in serious emotional disturbance and provision of services to children with serious emotional disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2) Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3) Provision of medication according to agency policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4) Identification and reporting of child abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5) Incident reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6) Documentation of service provision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7) Appropriate behavioral interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8) Professional ethics training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Twenty-four hours of training during first year of employment in children's mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Twelve hours of training every year thereafter in children's mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No	NA
10. RBSCCL (Residential-Based Supported Community Living)			
a. Orientation on agency's purpose, policies, and procedures within one month of hire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Twenty-four hours of training during first year of employment in children's ID/DD/MH issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Twelve hours of training every year thereafter in children's ID/DD/MH issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Day Habilitation			
a. A person providing direct support shall, within six months of hire or within six months of February 1, 2021, complete at least 9.5 hours of training in supporting members in the activities listed in 701 — paragraph 78.27(8)“a,” as offered through Direct Course or Relias or other nationally recognized training curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. A person providing direct support shall annually complete 4 hours of continuing education in supporting members in the activities listed in 701 — paragraph 78.27(8)“a,” as offered through Direct Course or Relias or other nationally recognized training curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Prevocational Services			
a. A person providing direct support shall, within 6 months of hire complete at least 9.5 hours of employment service training as offered through Direct Course or through the Association of Community Rehabilitation Educators (ACRE) certified training program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Prevocational direct support staff shall complete four hours of continuing education in employment services annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Supported Employment			
a. Supported employment direct support staff shall complete four hours of continuing education in employment services annually	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1) Long-term job coaching			
i. A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. Employee must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2) Small-group supported employment			
i. A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through Direct Course or through the ACRE certified training program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. Employee must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3) Individual supported employment	Yes	No	NA
i. The person must also hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: Not applicable for provider type			

<b>III.Policies and Procedures</b> 42 CFR 441-310 (c)(4), 42 CFR 441-710, 45 CFR 164.508, Iowa Code 135C.33, 232.69 and 235B.3, IAC Chapters 77 and 79
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<b>Requirement A. Intake, Admission, Service Coordination, Discharge and Referral</b>	Yes	No	NA
At a minimum, there will be evidence of:			
1. An intake/admission process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. A referral process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Service coordination (defined as activities designed to assist members and families locate, access, and coordinate a network of supports and services within the community)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. A discharge process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: Not applicable for provider type			

<b>Requirement B. HCBS Settings Required for All Providers</b>	Yes	No	NA
At a minimum, there will be evidence of:			
1. The setting is integrated in, and facilitates the member's full access to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, like members without disabilities			
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			
2. The setting is selected by the member among available alternatives and identified in the person-centered service plan	<b>Yes</b>	<b>No</b>	<b>NA</b>
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			

3. Member's essential personal rights of privacy, dignity and respect, and freedom from coercion and restraint are protected	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

4. Members' initiative, autonomy, and independence in making major life choices, including but not limited to, daily activities, physical environment, and with whom to interact are optimized and not regimented	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

5. Members' choice regarding services and supports, and who provides them, is facilitated	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

6. All rights restrictions are time limited, contain the member's informed consent, are supported by a specific assessed need and documented in the person-centered service plan	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			

<p><b>Requirement B.</b> 7 through 14 applies to services in provider-owned or controlled settings. As indicated in the approved Statewide Transition Plan (STP), services are provider-owned or provider-controlled if the following conditions are present:</p> <p>If the HCBS provider leases from a third party or owns the property, this would be considered provider-owned or controlled. If the provider does not lease or own the property, but has a direct or indirect financial relationship with the property owner, it would be presumed that the setting was provider-controlled unless the property owner or provider establishes that the nature of the relationship did not affect either the care provided or the financial conditions applicable to tenants. If the member leases directly from the third party that has no direct or indirect financial relationship with the provider, the property is not considered provider-owned or controlled.</p>			
7. In provider-owned or provider-controlled setting, each member has privacy in their sleeping or living unit	Yes	No	NA
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

8. In a provider-owned or provider-controlled setting, members sharing units have a choice of roommates in that setting	Yes	No	NA
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

9. In a provider-owned or provider-controlled setting, members have the freedom and support to control their own schedules and activities, and have access to food at any time	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

**We are not enrolled in these services.**

10. In a provider-owned or provider-controlled setting, members are able to have visitors of their choosing at any time	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			
11. In a provider-owned or provider-controlled setting, the setting is physically accessible to the member	Yes	No	NA
Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Counseling and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In-home Family Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interim Medical Monitoring and Treatment (IMMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Day Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevocational Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			
12. Provider-owned or provider-controlled home is a specific physical place that can be owned, rented, or occupied under a legally enforceable agreement by the member receiving services, and the member has, at a minimum, the same responsibilities and protections from eviction that the tenants have under the landlord/tenant laws of the state, county, city, or other designated entity			
	Yes	No	NA
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			
13. Provider-owned or provider-controlled home has entrance doors to the member's living and sleeping unit which can be locked by the individual with only appropriate staff having keys			
	Yes	No	NA
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			
14. In a provider-owned or provider-controlled home members have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement			
	Yes	No	NA
Agency Consumer-Directed Attendant Care (CDAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential-Based Supported Community Living (RB-SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Community Living (SCL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Home-based Habilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>We are not enrolled in these services.</b>			

<b>Requirement C. Person-Centered Planning</b> At a minimum, there will be evidence of:	Yes	No	NA
1. Provider participation in interdisciplinary team meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The member's file contains a copy of the written person-centered plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The provider's plan is consistent with the case manager's person-centered plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The provider's service plan includes interventions and supports needed to meet member goals with incremental action steps, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The provider's plan reflects desired member outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The provider's service plan includes documentation of all rights restrictions, the need for the restriction and a plan to restore those rights or a reason why a plan is not necessary or appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your facility:			

<b>Requirement D. Restraint, restriction, and behavioral intervention.</b> The provider shall have in place a system for the review, approval, and implementation of ethical, safe, humane, and efficient behavioral intervention procedures. All members receiving home- and community-based services shall be afforded the protections imposed by these rules when any restraint, restriction, or behavioral intervention is implemented. At a minimum, there will be evidence of:	Yes	No
1. The system shall include procedures to inform the member and the member's legal guardian of the restraint, restriction, and behavioral intervention policy and procedures at the time of service approval and as changes occur.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Restraint, restriction, and behavioral intervention shall be used only for reducing or eliminating maladaptive target behaviors that are identified in the member's restraint, restriction, or behavioral intervention program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Restraint, restriction and behavioral intervention procedures shall be designed and implemented only for the benefit of the member and shall never be used as punishment for the convenience of the staff, or as a substitute for a non-aversive program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Restraint, restriction, and behavioral intervention programs shall be time limited and shall be reviewed at least quarterly as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Corporal punishment and verbal or physical abuse are prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



If indicating "No," describe plan to meet the standard(s):

If indicating "NA," describe why the standard(s) are not applicable to your agency:

<b>Requirement E. Service Documentation</b> At a minimum, service documentation shall include:	Yes	No
1. Specific location, date, and times of service provision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Service(s) provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Member's first and last name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Staff providing service(s), including first and last name, signature, and professional credentials (if any)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Specific interventions, including name, dosage, and route of medications administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Any supplies dispensed as part of the service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Member's response to staff interventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Process to ensure units of service billed for payment are based on services provided with substantiating documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):		
If indicating "NA," describe why the standard(s) are not applicable to your facility:		

<b>Requirement F. Personnel Records Required for All Providers</b> At a minimum, there will be evidence of:		
	Yes	No
1. Completion of the following requirements is required prior to date of hire		
a. Dependent adult and child abuse checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Criminal history background and Department of Human Services (DHS) evaluation where applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Evaluation of hits by the Department of Human Services when applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Documentation of follow-through on any employment restrictions as stated in DHS evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Verification of Office of Inspector General (OIG) excluded individual search Social Security Act, Sections 1128 and 1156	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Job performance evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s): Not required for provider type.		

<b>Requirement G. Abuse Reporting</b> At a minimum, there will be evidence of:	Yes	No
1. A process staff must follow the agency's procedure to report allegations immediately (oral report within 24 hours; written report within 48 hours) to the Department of Human Services (DHS) or Department of Inspections and Appeals (DIA) when the environment is certified or licensed by this entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. A process staff must follow the agency's procedure to ensure the member's safety upon learning of an allegation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. A process the provider will follow when the alleged perpetrator is an employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. A process for ensuring staff receive a statement of the abuse reporting requirements within one month of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):		

<b>Requirement H. Incident Reporting</b> At a minimum, there will be evidence of:	Yes	No
1. What constitutes an incident in accordance with the IAC definition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The mechanism for ensuring the routing of incidents to the:		
a. Supervisor by the end of the next calendar day after the incident (major); within 72 hours (minor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Case manager/service worker by the end of the next calendar day after the incident (major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Legal guardian by the end of the next calendar day after the incident (major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Member by the end of the next calendar day after the incident if the incident took place outside service provision (major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Bureau of Long-Term Care or appropriate entity by the end of the next calendar day after the incident via direct data entry into Iowa Medicaid Portal Access (IMPA) or as determined by the department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. A centralized location for the filing of incident reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. A process for noting the completion of an incident report form in the member record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The submission of follow-up reports as requested by case manager/service/integrated health home care coordinator (major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):		

<b>Requirement I. Safeguarding Consumer Information</b> At a minimum, there will be evidence that:	Yes	No
1. The provider has a process for maintaining confidential records and safeguarding personal member information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. An expiration date or event is identified if a release of information form is utilized	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):		

<b>Requirement J. Contracts With Members</b> At a minimum, the agency shall have written procedures which provide for the establishment of an agreement between the member and the provider and evidence will be supplied that:	Yes	No	NA
1. The agreement shall define the responsibilities of the provider and the member, the rights of the member, the services to be provided to the member by the provider, all room and board and co-pay fees to be charged to the member and the sources of payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contracts shall be reviewed at least annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency:			

<b>IV. Quality Improvement</b> IAC Chapter 77			
<b>Requirement A. Quality Improvement (QI) At a minimum, the plan will identify the:</b>	Yes	No	NA
1. Ongoing schedule or timeline for quality improvement activities, to include the specific timeframes for data collection, data analysis, and to identify entities with whom results will be shared	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Discovery			
a. Collecting and reviewing data to identify issues to be monitored for quality improvement to include sample size and acceptable thresholds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Ongoing review of responses to all member/stakeholder input to determine the need for systemic changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Ongoing review of member records to include medication management, health and safety, incident reporting, and documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Tracking and trending of incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Remediation. The development of a plan to address areas of improvement identified during discovery to include specific timelines for development and completion of action steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Improvement. Summary of QI activities to include monitoring the impact of remediation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If indicating "No," describe plan to meet the standard(s):			
If indicating "NA," describe why the standard(s) are not applicable to your agency: <b>Not required for provider type.</b>			

## Section D. CMS Final Setting Rule

During any HCBS Quality Oversight review process has your agency been required to submit a corrective action plan related to the requirements identified in **Section III. Requirement B. HCBS Settings Required for All Providers** or **Section III. Requirement C. Person-Centered Planning**?

Yes	No	NA
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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42 CFR 441.301(c)(4) and 42 CFR 441.710(a)

If "Yes," your agency must submit a status update to your corrective action plan to provide evidence that your agency is on track to meet compliance in this area. Include update below.