



HCBS Settings Requirement

The setting is integrated and supports full access to the greater community for individuals who receive HCBS services. This includes opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources and receive services in the community, to the same degree of access as individuals who do not received HCBS.

Intent (Day/Employment)

Individuals receiving HCBS have opportunities to explore, seek and experience employment, including work in a competitive integrated setting, if desired. As a provider, you should ensure that an individual's needs, desires and choices are assessed and the individual is able to make decisions through an informed choice process, which includes having community experiences.

Best Practice Suggestions

- ✓ The mission statement and admission agreement contains information on the organization's support of integration and community access.
- ✓ Provider establishes expectations for staff to adhere to the services and activities in the individual's plan.
- ✓ Planning meetings are held with individuals to discuss strategies to ensure community integration.
- ✓ Provider supports individuals in trying new things and shares information about activities in the community.
- ✓ Provider supports individuals in exploring options for transportation to access the community (e.g., use of public transit, family, friends, companion services, volunteers).
- ✓ Provider has written policies and procedures regarding individual's access to and utilization of transportation to access the community.
- ✓ Provider posts information about how to access transportation.
- ✓ Progress notes, activity logs, and calendars document community engagement activities.
- ✓ Access to information about community events is available in a variety of ways such as the internet, newspaper, newsletter, etc.
- ✓ Provider supports an individual's desire to search for a job and prepare for employment

Practices to Avoid (Red Flags)

- ✗ No written policies and procedures regarding access to and utilization of transportation.
- ✗ No expectation for staff to adhere to the services and activities documented in service plans.
- ✗ A lack of documentation by staff to demonstrate community activities.
- ✗ Due to the lack of program staff, individuals consistently miss desired opportunities to access the community.
- ✗ Due to a lack of transportation, individuals consistently miss desired opportunities to access the community.
- ✗ Provider discourages individuals from trying new activities due to concerns about possible risks and perceived limitations of the individual.
- ✗ Provider plans activities without input from individuals.

Acknowledgements:

Idaho- Welcome to HCBS Rules Guidance Section of the Provider Toolkit

Minnesota- A Provider's Guide To Putting the HCBS Rule Into Practice

Wyoming-HCB Setting Improvement Strategies Guidance for Case Managers, Providers, Participants, & Guardians

South Dakota-Guide to Expectations and Compliance

HCBS Toolkit: All Settings/Setting is Integrated and Supports Full access to the Community
(Employment)

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