

**Commonwealth of Virginia**

**Heightened Scrutiny Evidence Package**

As required by 42 CFR 441.301 (c) (5) the Commonwealth of Virginia submits the request for CMS heightened scrutiny review.

**Setting Information**

<b>Provider Name: Doss Estates</b>	<b>Setting Name: Group Home</b>
<b>Setting Address: 860 Piney Grove Road, Gretna, VA 24557</b>	<b>Type of Setting: Group Home Residential</b>
<b>Number of people served at the setting: 2</b>	<b>Number of individuals reviewed: 2</b>

**Waiver Service Information**

Individuals in this setting use one of the three (3) DD Waivers available in Virginia.

Community Living (CL Waiver)

Family and Individual Supports Waiver (FIS)

Building Independence Waiver (BI)

**Heightened Scrutiny Criteria Met**

Prong 1: Setting is in a publicly or privately operated facility that provides inpatient institutional treatment.

Prong 2: Setting is in a building on the grounds of, or adjacent to, a public institution.

Prong 3: Setting has the effect of isolating individuals from the broader community.

**Section One**

Onsite Visit Observation and Assessment

Date(s) of onsite assessment and review: August 19, 2021

State Agencies that Conducted the Onsite Visit: Department of Medical Assistance Services (DMAS) and the Department of Behavioral Health and Developmental Services (DBHDS)

Number of State Agency Representatives who Completed Assessment: Three; 1 representative from DMAS and 2 representatives from DBHDS

Description of Setting:

860 Piney Grove Road, Gretna, VA 24557 is located in a rural area of southwest Virginia. The settings consist of three homes on one large property. The nearest town is 30-60 minutes away. The individuals enjoy visiting grocery stores, restaurants, volunteering at Goodwill, Dairy Queen, English's Inc. (building supply dealer), library, tractor pulls, Ruritan Club dances, community concerts, church, festivals, beauty shops, doctor's appointments, YMCA, Staunton River State Park camping, Coopers Racing (racing remote control model cars), Smith Mountain Lake, Pigeon Forge, clothing shopping, yard sales, local stores, movies, and the Mall. The settings are within close proximity, which allows the individuals visit one another. The distance between each of the homes allow each setting to have its own uniqueness. It has plenty of open space for individuals to be free outside, to have pets, to enjoy driving and riding golf carts, bicycles, go cart, and 4 wheelers.

This is a ranch style home that supports 2 people. This home has four bedrooms and two baths. One room and one bathroom are modified for accessibility. The home has a front covered deck, ramp, back deck, central heat and air, and an automatic generator. Surrounding the home is a wooded area, pasture land and gardens.

*Evidence included: interviews with staff and individuals, review of pictures, and an in-person tour completed on 8/19/2021.*



## Section Two

### Evidence of Community Access to the Same Degree as Someone Who Does Not Utilize HCBS Services

Individuals and staff report that there are opportunities for community based activities multiple times per week. Typical community activities included: swimming at the local YMCA, or volunteering with Meals on Wheels or a local Foodbank. In addition, the individuals are planning for an upcoming camping trip. While the setting is rural, there are also opportunities for going out to eat at restaurants and typical shopping trips and errands.

Individuals do have access to the larger property and there is a 4-wheeler that is available for individuals to drive throughout the lot. Individuals support needs are addressed when completing this activity, but this is a favorite option within the home.

*Evidence included: Pictures of setting, In-person tour completed 8/19/2021, review of progress notes, and review of person-centered reviews.*

### Section Three

#### Evidence of Privacy, Autonomy and Independence

The setting does promote privacy in having bedrooms with locked doors. Individuals do have keys to their bedrooms, but individuals do not have keys to their front door. This is a remediation item for the provider. Each individual has a private bedroom and there are no shared bedrooms in the setting. Individuals do report having privacy in the bathroom and receive support discretely when it is needed.

Autonomy and independence are promoted within the setting. Each individual has the ability to come and go from the setting and use the 4-wheeler as desired. Individuals are able to plan their days and select their own services. It was noted that all individuals in this setting participate in community engagement. All individuals reported selecting this service and are pleased with their service delivery.

12VAC30-122-320-Community engagement service means a service that supports and fosters an individual's abilities to acquire, retain or improve skills necessary to build positive social behavior, interpersonal competence, greater independence, employability, and personal choices necessary to access typical activities and functions of community life such as those chosen by the general population. The community engagement service may include community education or training and volunteer activities.

*Evidence included: Pictures and tour of setting completed 8/11/2021. Interview with staff, review of individual person centered plans, person centered reviews, and daily progress notes.*

## Section Four

### Evidence of Choice and Freedom from Coercion and Restraint

The Virginia Informed Choice Form is completed at least annually with each individual by their assigned support coordinator/case manager. This form is kept on file stating the individual's choice to receive home and community based services and their choice of provider. Should an individual wish to change their services, the support coordinator/case manager would support the individual by looking at multiple other service choices and again completing the choice form (should another service or service provider be selected).

In addition to choice of services and providers, 860 Piney Grove provides choice in: activities, selection of activity room for the day, individuals choose who they spend their days with while in the program, and are able to select community activities.

*Evidence Included: Virginia Informed Choice Form, Person-Centered Plans, Provider's Home and Community Based Services Policy, Interviews with staff*

The provider utilizes a de-escalation training for all employees upon hire and annually thereafter. The program utilized is Therapeutic Options. All staff reported that any kind of restraint is a violation of agency policy. When asked about the agency policy on coercion, staff were unable to provide any insight on how they avoid coercion or how to recognize signs that someone is being coerced. A re-training for all staff members will be required for this setting regarding coercion.

*Evidence included: Orientation checklist for staff, Provider's Home and Community Based Services Policy, interviews with staff.*

## Section Five

### Evidence of an Accessible Environment

The setting is accessible to all individuals in the program.



*Evidence included:  
pictures and in-person  
tour completed on  
8/19/2021*

## Section Six

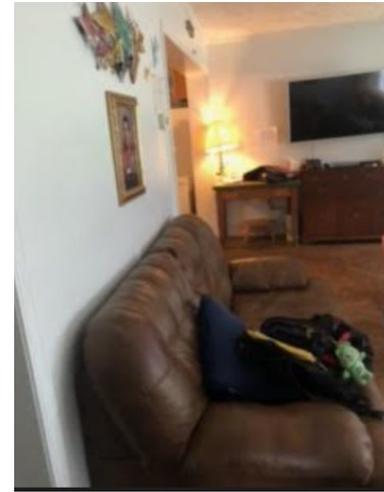
### Evidence of Participation in the Person-Centered Planning Process.

Individuals reported participating in their person-centered planning meeting. This included deciding where to hold the meeting, who should attend the meeting, picking their outcomes and voicing any needs for changes. In the event that an individual does not use words to communicate, the staff reported that the Home Manager will ask for input from staff who know them well prior to the meeting and ask for feedback from the staff once the plan is drafted. Direct Support Staff did not report attending the meeting.

*Evidence included: a review of the person-centered plan, review of the provider's Home and Community Based Services Policy- Expectations for Person Centered Planning.*

**Evidence of Provider-Owned Residential Protections** including: a lease agreement, access to food at any time, ability to have visitors at any time, a key to the dwelling, and the ability for the individual to decorate their bedroom.

Individuals do have a lease agreement. Individuals do have access to food at any time; however, there is a latch located on the pantry for one individual who requires support. This support was not documented in the individual's person centered plan. This is a remediation item for the provider. All other individuals are able to access the pantry and navigate the latch. Individuals and their families do report that visitors are welcome at any time. All individuals do report having keys to their bedrooms, but individuals do not have keys to the front door. Front door keys are a remediation item for the provider. All bedrooms in the home were decorated by the individuals and were personalized to the likes and preferences of each individual.



**Section Eight**

**Public Comment Review Period:**

Public Comments Summary

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**Section Nine**

Summary of State Response to Public Comments

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Attachment A:

## Summary of Review Protocol Utilized by Virginia

### Protocol Overview

The purpose of this protocol is to describe the processes, tools and timelines for the Commonwealth of Virginia Home and Community-Based Services (HCBS) Review Team to conduct a review of a statistically significant sample of the following home and community-based settings: Group Day Services, Supported Living, Sponsored Residential, Group Home and Group Supported Employment Services. The purpose of these reviews is to ensure the rights, dignity and autonomy of individuals enrolled in these programs are honored according to the HCBS Final Rule published in the Federal Register on January 16, 2014; effective March 17, 2014. The HCBS Final Rule establishes requirements for residential and nonresidential service settings in Medicaid waiver programs to ensure individuals receiving services through HCBS waiver programs have access to the benefits of community living and are able to receive services in the most integrated settings. This process is referred to as the provider on-site<sup>1</sup> settings review (OSR).

A HCBS Review Team is established from the Department of Medical Assistance Services (DMAS) and the Department of Behavioral Health and Developmental Services (DBHDS). Each review team consists of 2-4 state staff and may include a combination of representatives from DMAS and DBHDS. In preparation for each OSR, the HCBS Review Team assimilates findings from all provider self-assessment information entered into Research Electronic Data Capture (REDCap). The interview questions, documentation review and visual observations are based on the evaluation of compliance in the following six categories:

- *Community integration and engagement*
- *Autonomy, choice and control*
- *Friends and visitors*
- *Physical environment (Location, signage, accessibility)*
- *Privacy and respect*
- *Policies, procedures and practices (promotion of rights and integration)*

### Settings Tours and Observations

#### Settings Tour

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<sup>1</sup> As of 6/1/2020, an alternative, hybrid approach was added to this protocol. All references to OSR mean any method of review, in-person or virtual.

The HCBS Review Team conducts a walking tour of the physical environment to observe indicators of compliance/non-compliance. This includes but is not limited to the location, decoration, accessibility, signage and privacy. The settings tour occurs using the Provider Settings Review Tool which includes questions for determining if the setting is fully integrated into the community; is accessible, which includes no obstructions or blocked doorways; is decorated according to individual preferences; has locks on the inside of bathroom and bedroom doors to allow privacy; and has signage without terms stating that people with disabilities receive services there.

Additionally, the HCBS Review Team determines whether:

- The home is on or adjacent to an institutional setting (heightened scrutiny)
- The home is isolated from the community and does not have the effect of isolating people from the community
- The home is integrated in and supports access to the greater community
- The environment is physically accessible

The HCBS Review Team also may take indoor and outdoor photographs of the building, signage, access doors, etc., as evidence in the setting's OSR file and to submit to CMS for heightened scrutiny review. For confidentiality purposes, no photos are taken of people.

For OSRs with virtual elements, the HCBS Review Team tours the setting through virtual means with the provider using a tablet or cell phone to offer a live, visual (FaceTime or other visual application) opportunity to observe the setting. The HCBS Review Team may request the provider submit photos taken (both indoors and outdoors) during the virtual tour. The Commonwealth may submit these photos to CMS as evidence for settings subject to a heightened scrutiny review. Photos do not include images of people.

The state may decide to follow-up with an in-person visit if only one state reviewer can participate in the virtual tour or if deemed necessary as determined by what is observed.

### **Settings Observations**

The HCBS Review Team seeks to learn about the implementation of provider processes to assure community integration and engagement. The OSR involves discussion with staff, supervisors and leadership, and review of service documentation. Dependent upon the type of setting, the review may involve observation of active service delivery, such as day programs, residential supports or group supported employment. Where possible, the HCBS Review Team focuses discussions with those involved in the frontline application of the provider's service delivery processes. Observations and discussions with provider leadership, supervisors and managers occur in addition to rather than instead of discussions with direct line staff.

The HCBS Review Team makes observations and ask questions to determine:

- Individuals are provided choice, autonomy, and community engagement
- Individuals are provided choice regarding services and who provides them

- The individual has a lease or other legally enforceable agreement providing protections from eviction that tenants have under the landlord/tenant law of the state, county, city or other entity (for settings where landlord tenant laws do not apply, the state must ensure that a lease, residency or other agreement provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law). The agreement must include at a minimum the agreement length, payment information, use and return of security deposits, maintenance expectations, notice before entry into a unit, and conditions that could initiate an eviction and the process to terminate an agreement, evict a tenant/resident and the process to appeal an eviction. Additional information regarding the Virginia Resident Landlord and Tenant Law Act can be found [here](#).
- The individual has privacy in his or her unit, including lockable doors, choice of roommates and freedom to furnish or decorate the unit
- The individual controls his or her own schedule, including access to food at any time
- The individual can have visitors at any time
- The home is selected by the individual from among setting options
- Policies, procedures and practices promote HCBS rights and integration
- Staff competencies, training, and interactions promote rights of privacy, and respect, as well as freedom from coercion and restraint

### **Interview with Direct Service Providers, Volunteer and Supervisor**

Interviews with staff and volunteers in the setting, including direct service providers and supervisors, are for the HCBS Review Team to learn about implemented practice and processes for assuring individual's experience with community integration, engagement, and autonomy. Additionally, the team asks questions relating to the physical aspects of the setting to determine how they assure the individual's understanding of their options to participate in general community activities with supports/services, including options for employment and where they live. Questions are to determine if individuals have privacy, understand their choice in roommates, and have the liberty to furnish and decorate the room/home in which they reside.

The HCBS Review Team focuses the interviews with staff who are directly involved in the frontline application of the provider's direct service delivery processes, including group home managers, DSPs, sponsored residential providers, day program managers and employment site managers and/or job coaches. Interviews with provider executive leadership and administrative staff occur separately, in addition to rather than instead of conversations with direct line staff. Interviews occur with individual staff and/or in groups to glean as much information from as many people as possible during the OSR. For settings with five or fewer staff, the HCBS Review Team asks all staff to participate in interviews. The HCBS Review Team interviews a 10% sample when the setting has six or more staff.

All staff interviews, regardless of role within the setting, include the following common elements to initiate the discussion:

- Introductions of the HCBS Review Team
- Introductions by the staff, including a short overview of their role with the setting
- An overview of the project and the purpose of the OSRs and the importance of the staff person's participation in the interview

- An overview of the interview process to include:
  - An explanation that the interview is intended to be a fact gathering exercise and that notes are taken to inform the OSR to support the provider's goal of organizational compliance with the HCBS Final Rule
  - A note that any references to HCBS individuals include the Authorized Representative/Guardian, as appropriate
  - A request that the staff person provide candid responses to the questions to seek improvement with the provider's goal for organizational compliance with the HCBS Final Rule
- An opportunity for the provider or staff to ask questions about the process

The HCBS Review Team then uses the state-developed interview questions to facilitate the conversation and record responses. At the conclusion of the interview, the HCBS Review Team provides contact information for the Regional DMAS staff if the person wants to share additional information after the OSR. The HCBS Review Team concludes with an expression of thanks to the person for sharing valuable information and insights.

When conducting a 100% In-Person OSR, the HCBS Review Team selects staff who are present during the OSR for interviews. Otherwise, a selection of staff that regularly work in the setting receive a remote interview session. Virtual interviews occur by telephone, or teleconference, preferably using a webcam for visual participation (with applications such as FaceTime or Zoom Meetings). It is important to convey to the provider these interviews are private so that no other staff or supervisors are present in the room during the interview.

### **Interviews with Individuals Who Receive HCBS**

The HCBS Review Team interviews individuals during the OSR to learn about their experience in the setting and what they understand about their options for services and supports outside the setting. A minimum of 25% of individuals receiving services in a setting are interviewed and no less than 2 individuals for smaller settings of 2-10 persons receiving services. The HCBS Review Team randomly selects individuals for interviews and provides a list of those individuals in the Provider Packet. Individuals receive information about the visit prior to the OSR via the Individual and Family Letter and Individual Interview Fact Sheet. Individual interviews occur outside of the presence of staff. The HCBS Review Team assures individuals that their responses are not shared with staff. Individual participation in an interview is optional. If an individual does not want to participate, the HCBS Review Team works with the provider to identify a replacement, if possible. The HCBS Review Team documents the number of individuals in each setting that refuses an interview.

The HCBS Review Team then uses the interview questions to facilitate the conversation and record responses. At the conclusion of an in-person interview, the HCBS Review Team provides contact information of Regional DMAS staff if the individual wants to share additional information after the OSR.

At the conclusion of a virtual interview, the interviewer verbally or visually (using a paper sign) provides contact information of Regional DMAS staff if the individual wants to share additional information after the interview. If able, the individual can write down the contact information.

Other options for sharing this contact information include:

- Inviting the support person back into the room to assist
- Sending the contact information via email
- Sending the contact information via text message
- Mailing a postcard to the individual
- Adding the contact information to the Individual/Family letter prior to sending the provider packet

Regardless of OSR approach, individuals, or family/guardian, may choose to participate in the interview remotely. The HCBS Review Team collaborates with the provider to determine if individuals in the sample have the ability to consent to participation in a private, remote interview. The expectation is the individual can participate independently without assistance from staff other than to set up and start the phone/video call. At the start of a remote video interview, the interviewer will ask the individual if anyone has joined them in the room. If the response is affirmative, the interviewer will ask the individual to introduce their guest. At this time, the interviewer will determine if the guest will be participating in the interview; if yes, they will be asked to move into the video frame and in view.

Attachment B:

## Full Evidence List

REDCap Provider Self-Assessment

Mission Statement

HCBS Policy, Community Participation Policy, Provider policies in REDCap

DSP Job Description

Pictures of location

Google Maps

Individual Support Plans

Individual Quarterly Person-Centered Reviews

Daily Notes

Monthly Activity Schedule

Interviews with individuals and staff completed on 8/11/21.

Attachment C:

## Summary of Audit Findings

<b>HCBS Standard</b>	<b>Rating</b>
1. Integrated Setting supports access to the Community.	Not Complaint
2. Individual Choice of Setting.	Compliant
3. Individual Rights	Compliant
4. Autonomy	Not Complaint
5. Choice	Partially Compliant

Attachment D:

## Provider Remediation Plan

Remediation Item	Completion Time Frame	Strategies to Address Remediation Item	Resources Needed to Complete	Notes
Keys for individuals to fit front door of home	By 10/17/21	Copies of keys made and placed in the home accessible to individuals	Access to hardware store and keys copied.	This has been completed on 10/07/21
Review individuals' ability to access food in storage cabinet and modify latches as needed	By 10/17/21	DSPs observe/assist individuals to get food from storage cabinets in dining room. The slide bolt (latches) will be removed if it proves to be restricting their access.	Visits to home, observation of individuals accessing cabinet.	Have reviewed this with staff and will continue to monitor.
Bells over doors inside the home, remove them.	By 10/17/21	Bells will be removed from over door frames inside the house. A previous resident would sneak through the house.	Tools used by Maintenance to remove.	This will be done by: 10/10/21
Submit evidence in documentation from Residential Services of their involvement with community opportunities.	By 10/17/21	Documentation of previous Residential Services scanned and emailed to HCBS team. Encourage DSPs to do/document activities at community places.	Remind DSPs to document the activities of the individuals' going places from home. Emailing past documents that demonstrates this has been done in the past.	Documents are attached to this email. We will continue to review with DSPs at documentation training and review meetings.

