

Examples of Documentation to Show HCBS Compliance

You may consider creating:

- Policies and procedures (must align with program design)
- Handbook for Individuals Served
- Program Design Addendum

Federal Requirement 1: Access to the Community

The setting/service is integrated in and supports 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, to the same degree of access as individuals not receiving regional center services.

- Activities Calendar
- Activity Policy
- Personal Resources Policy
- Policies/procedures indicating the ability for individual outings
- Policies/procedures indicating individual's choice to receive personal services in the community

Federal Requirement 2: Choice of Setting

The setting/service is selected by the individual from among various options, including non-disability specific options and an option for a private room in a residential setting. The options are identified and documented in the Individual Program Plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.

- Individual Program Plan (IPP)
- Individual Family Service Plan (ISP)
- Photos of the location where IPP/IFSP's are stored

Federal Requirement 3: Right to be Treated Well

The setting/service ensures an individual's rights of privacy, dignity, respect, and freedom from coercion and restraint.

- Written notification of client's rights
- Policies/procedures indicating clients preferred communication is being used
- Policies/procedures outlining individual's ability to dress/groom to their wishes
- Policies/procedures outlining staff are knowledgeable on the individuals they serve
- Photos of areas used to secure personal belongings
- Policies/procedures outlining the individual's access to secure personal belongings
- Policies/procedures outlining the individual's privacy during communication with others
- Policies/procedures outlining the use of restraints and communication of use
- Policies/procedures outlining any restricted areas in the home or outside of the home (with documentation to how it is a health and safety risk)

Federal Requirement 4: Independence

The setting/service optimizes but does not regiment individual initiative, autonomy, and independence in making life choices, including daily activities, physical environment and with whom to interact.

- Activities policy
- Policies/procedures on dining areas
- Policies/procedures outlining voting and religious practices

Federal Requirement 5: Choice of Services and Supports

The setting/service facilitates individual choice regarding services and supports, and who provides them.

- Policies/procedures outlining the individual's choice to work with the staff of their choice
- Person-centered tools: Matching tool
- Grievance policy
- Policies/procedures on how individuals can modify their schedule

Federal Requirement 6: Residential Agreement

The unit or dwelling is a specific physical place that can be owned, rented, or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord tenant law of the State, county, city or other designated entity. For settings in which landlord tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each participant and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law.

- Residential Agreement
- Lease
- Admission Agreement
- Resident Responsibilities Agreement
 - Roommate process
 - Lockable door policy
 - Room decoration guidelines
 - Compliant procedures

Federal Requirement 7: Privacy

Each individual has privacy in his/her sleeping or living unit:

1. Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.
2. Individuals sharing units have a choice of roommates in that setting.
3. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.

- Policies/procedures outlining how the individuals can choose or change roommates
- Policies/procedures outlining how individuals can furnish or decorate their room Photos of lock on doors
- Policies/procedures outlining locks on doors

Federal Requirement 8: Schedule and Access to Food

Individuals have the freedom and support to control their own schedules and activities and have access to food at any time.

- Policies/procedures outlining access to food
- Policies/procedures on how individuals can modify their schedule
- Policies/procedures outlining any restricted areas in the home or outside of the home

Federal Requirement 9: Right to Visitors

Individuals can have visitors of their choosing at any time.

- Policies/procedures outlining visitors, including overnight guests

Federal Requirement 10: Accessibility

The setting is physically accessible to the individual.

- Photos of accessible areas
- Policies/procedures outlining accessibility
- Documentation at before admission that the setting is accessible to the person

[HCBS Provider Requirements for Residential Setting](#)

YouTube 6-minute video

[HCBS Overview](#)

YouTube 7-minute video for people receiving services