

Community Connections Kansas Congregate Foster Care Provider Self-Assessment

Section A: Site Information

A1. What is the name of the site (i.e., location) for which you are filling out this assessment?

A2. Provider NPI for this site: _____

A3. Please enter the street address of the site for which you are filling out this assessment:

A3.1 Street Address _____

A3.2 Unit/Apt # _____

A3.3 City/Town _____

A3.4 Zip Code: _____

A4. Site Specific Contact Information:

We have preloaded your contact information. If the person completing this site assessment differs, please update the information.

First and Last Name: _____

Email: _____

A5. Which waiver service is provided at this site? Select all that apply.

- Autism (AU) – child who starts service before 6
- Intellectual and Developmental Disability (I/DD) – 5+ years
- Physical Disability (PD) – 16-64 years
- Serious Emotional Disturbance (SED) – 4-18 years
- Technology Assisted (TA)
- Brain Injury (BI)

A6. Please mark which setting-type describes the site for which you are filling out this assessment: [choose one]

- Attendant Care Center
- Group Boarding Home
- Residential Center

A7. Current number of persons-served at this site (regardless of funding source): _____

A8. Current number of persons-served at this site receiving HCBS Medicaid funding: _____

Section B: Upload Categories

B1. Photos of Geographic Locations: Providers submit photos of the outside of their buildings that show any buildings in all directions adjacent to theirs. Providers may provide a bird's eye view of the setting or a neighborhood map that shows the surrounding neighborhood with businesses, residences, and other buildings or landmarks.

B2. Policies and Procedures: Providers submit their written policies and procedures on topics (e.g., training, restraints, admission processes, plan of care development). It is important to see newer and updated policies and forms that explicitly address HCBS requirements.

B3. Person-Centered Service Plan: Providers submit their person-centered service planning tool used by HCBS recipients as evidence for the person-centered service planning elements of the Final Rule.

B4. Description of "Facility Access" to Community: Providers submit information and resources that demonstrate their efforts to ensure that HCBS recipients are connected to the community. Examples may include:

- photos of a bulletin board or brochures with notices of community events,
- photos of accessible computers equipped with WIFI and staff support,
- photos of accessible areas that an individual can use at any time (kitchen/snack areas, common areas, etc.),
- facility newspapers or brochures for community activities, services, and other resources,
- written policies and procedures on how staff provides support and guidance to consumers and their friends and families on a regular basis

B5. Consumer or Family Handbooks: Providers submit any consumer or family handbooks that share important information with their clients.

B6. Description of Collaborations with Organizations and Volunteers: Providers submit a chart or diagram that illustrates the working relationships providers have with outside organizations and volunteers in terms of how these partnerships advance accessibility to the greater community. Other details may include how long the collaborations have existed, the expected duration (i.e., short or long term), and frequency of interactions.

B7. Calendars: Facilities' activity calendars are submitted as documentation of when activities occur outside or inside the setting and whether outside partnerships or volunteers are involved. It is also important to see any evidence of efforts made to make it clear to HCBS recipients that they can engage in these sorts of activities and that the setting is making provisions for their participation (e.g., available transportation).

B8. Documentation of Consumer or Family Councils: Providers submit evidence of family councils, activity planning councils, or consumer-participated councils that communicate activity planning, field trips, and/or feedback and consumer satisfaction. Providers may also provide relevant documentation (e.g., meeting minutes or other information/data) that provides evidence of implementation or outcomes of the councils.

B9. Other Documents

NOTE: For all the following questions, “persons-served” refers to the foster children/youth receiving HCBS services.

Also, “age appropriate” means “activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity. Age appropriateness is based on the development of cognitive, emotional, physical, and behavioral capacity that is typical for an age or age group.” (Taken from Florida Legislation referenced at <http://www.ncsl.org/research/human-services/reasonable-and-prudent-parenting-legislation.aspx>)

Section C: Integrated Setting and Community Access

C1. Is this site in a secured community?

“Secured” is defined as a facility/location which is operated or structured to ensure that all entrances and exits from such facility are under the exclusive control of the staff, whether or not the juveniles have freedom of movement within the perimeters of the facility, or which relies on locked rooms and buildings, fences, or physical restraint in order to control the behavior of the residents.

- Yes
- No (This answer will require documentation)

Suggested Documentation Types (what you have may vary): Picture of outside of facility from all directions, Picture (google maps, provider picture, or other source) from the front out to the street or from the street in showing there is no gate, other applicable documents.

C2. Are the persons-served at this site exclusively people with disabilities?

- Yes
- No (This answer will require documentation)

Suggested Documentation Types (what you have may vary): Any applicable documentation available. (Reminder: do not include private health information)

Section D: Community Integration

D1. In addition to on-site activities, does this site provide opportunities for persons-served to participate in community events, activities and services?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Activities calendars, picture of an activity board, section of a manual or policy that shows opportunities available, other applicable documents.

D2. Does this site share information with persons-served about community events and activities?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Picture/image of a message board, bulletin board, Facebook page, flyer, newsletter, email, or other methods of information sharing/other applicable documents.

D3. Can persons-served at this site attend community activities and services (e.g., shopping, religious services, scheduled appointments, lunch with family and friends) as appropriate for children?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document or handbook about: procedures regarding sign up, how persons-served can decide whether to attend activities and services, and/or transportation policy/schedule, OR other applicable documents.

D4. Can persons-served have visitors of their choosing at any time as appropriate for children?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of: a policy document, organizations policy, manual, or handbook, other applicable documents.

Section E: Housing Protection and Due Process

E1. Is there a written agreement at this site that offers responsibilities/protections from disruptions for persons-served?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Blank copy of the written agreement which offers protection for residents, other applicable documents.

Section F: Living Arrangements

F1. Do you have policies or procedures in place to ensure that persons-served have options for age appropriate privacy?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document or other applicable documents.

F2. Do staff at this site seek permission before accessing persons-served room(s), as appropriate for their age?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document or consumer and family handbook, other applicable documents.

F3. Are the living spaces at this site arranged in a way that ensures privacy during personal care?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, consumer and family handbook, image of facility layout, other applicable documents.

F4. Does the facility at this site offer privacy to persons-served while using a telephone, internet, or any other personal communication devices, as appropriate for their age?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, section of a family and consumer handbook, other applicable documents.

F5. Are persons served allowed to personalize their space, as appropriate?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, section of a family and consumer handbook, or other description of the facility/other applicable documents.

F6. Do persons-served at this site have options for helping set their own daily routines and activities, as appropriate for their age?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, section of a family and consumer handbook, de-identified person-centered service plan, person-centered support plan, service agreement, other behavior plans, or other description of the facility/other applicable documents.

F7. Do persons-served at this site have access to the common areas?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary):

- Section of a policy document, section of a family and consumer handbook, OR other description of the facility/other applicable documents
- AND image of facility layout, other applicable documents

F8. Do persons-served at this site have access to the dining area?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, section of a family and consumer handbook, other description of the facility/other applicable documents.

F9. Do persons-served at this site have access to the microwave and refrigerator?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary):

- Section of a policy document, section of a family and consumer handbook, description of the facility/ other applicable documents.
- AND image of facility layout or other applicable documents

F10. Do persons-served at this site have access to the kitchen, as appropriate for their age?

- Yes (This answer will require documentation)
- No (This answer will require an answer to question F10.1)

Suggested Documentation Types (what you have may vary):

- Section of a policy document, section of a family and consumer handbook OR description of the facility
- AND image of facility layout, other applicable documents

F10.1 Do persons-served at this site have access to a separate meal prep area or options to cook if they desire (within the limitations of their service plan)?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary):

- Section of a policy document, section of a family and consumer handbook or description of the facility,
- AND image of facility layout, other applicable documents

F11. Do persons-served at this site have a choice of when AND what to eat, as appropriate for their age?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, section of a family and consumer handbook, other applicable documents.

F12. Does this site have a policy that requires that restrictions (including restraint/coercion) on individuals receiving HCBS at this site be recorded in the person-centered service plan or behavior support plan of the individual, and supported by medical necessity (mental health, safety, etc.,)?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, other applicable documents.

F13. Does this site have a policy that ensures that children at this site have rights that are equal to the rights of other children receiving non-HCBS services?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): Section of a policy document, other applicable documents.

Section G: Accessible Environment

G1. Is the facility physically accessible to persons-served at this site?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): ADA compliance/ licensing OR pictures of grab bars, seats in the bathroom, ramps for wheelchairs, etc., section of facility/program handbook, section of service agreement, other applicable documents.

G2. Does this site offer accommodations (e.g., grab bars, seats in the bathroom, ramps for wheelchairs, etc.) to persons-served who need supports to move about and be self-sufficient within the facility?

- Yes (This answer will require documentation)
- No

Suggested Documentation Types (what you have may vary): ADA compliance/ licensing OR pictures of grab bars, seats in the bathroom, ramps for wheelchairs, etc., section of facility/program handbook, section of service agreement, other applicable documents.