

OK To Use

AUDIT NAME
Skill Building / Supported Employment HCBS Review

PASSING %
95

Self Review?

Consumer linked to this audit

Staff Audit

Include Claim

SECTIONS
Section

SECTIONS
Section

NUMBER/TITLE			
1	Operational Policies and Procedures		
SECTION QUESTIONS			
Questions			
SECTION QUESTIONS			
Questions			
1	There is evidence of members having choice in selecting their skill building / supported employment provider.	Not Met/Partial/Met	N/A
2	There is evidence members have a choice in the direct support workers who provide them with skill building / supported employment services	Not Met/Partial/Met	
3	There is evidence of members having the ability to choose a different skill- building / supported employment service or support if they are not happy with the current one that they receive or if they want to learn a new skill / seek new employment.	Not Met/Partial/Met	N/A
4	There is evidence of the needs and desires of the member being considered in their program goals and activities.	Not Met/Met	
5	There is evidence of activities matched to member's skills, abilities and desires.	Not Met/Met	
6	There is evidence of the staff being trained on the member's IPOS.	Not Met/Met	
7	There is evidence that the setting assure that staff interact and communicate with members respectfully and in a manner in which the person would like to be addressed, while providing assistance during the regular course of daily activities.	Not Met/Met	

8	There is evidence that the setting allow members to schedule their work hours or days similar to individuals who do not have disabilities and are not receiving Medicaid fund HCBS services.	Not Met/Met
9	There is evidence that members can schedule their breaks and or lunch times similar to individuals who do not have disabilities and are not receiving Medicaid fund HCBS services.	Not Met/Met
10	There is evidence that staff/ providers ensure that all members information is kept private and there is a confidentiality policy within the agency.	Not Met/Met
11	There is evidence of transportation available to members. Do staff ensure they assist with alternate forms of transportation if provider does not have transportation available.	Not Met/Met
12	There is evidence that provider policies outlining the member's rights, protections, and expectations of services and supports provided to the member in an understandable format.	Not Met/Met
13	If applicable, do members have access to their personal funds and have control over their personal funds? If paid employment, is it clear that the member is not required to sign over his/her paychecks to the provider?	Not Met/Partial/Met

NUMBERTITLE

2 Facility Environment

SECTION QUESTIONS

Questions

SECTION QUESTIONS

Questions

1	There is evidence of a private space in the setting that allows members to have a private conversation.	Not Met/Met
2	There is evidence of the setting having a designated area for breaks and lunch?	Not Met/Met
3	There is evidence in the setting of a private, appropriate place where they can receive personal assistance.	Not Met/Met
4	Is the setting in the community/ building located among other residential buildings, private businesses, retail businesses,	Not Met/Met

	restaurants, doctor's offices, etc. that facilitates integration with the greater community?	
5	Is the setting physically accessible to all members, including access to bathrooms and break rooms, and are appliances, equipment, and tables/desks and chairs at a convenient height and location, with no obstructions such as steps, lips in a doorway, narrow hallways, etc., limiting members' mobility in the setting? If obstructions are present, are there environmental adaptations such as a stair lift or elevator to ameliorate the obstructions?	Not Met/Met
6	Does the setting allow members the freedom to move about inside and outside of the setting as opposed to one restricted room or area within the setting?	Not Met/Met
7	There is evidence of the setting offering a secure place for the member to store personal belongings?	Not Met/Met
8	There is evidence of the setting having postings of information on individual rights and how to file complaints?	Not Met/Met

NUMBERTITLE
3 HCBS Policies

SECTION QUESTIONS		
Questions		
SECTION QUESTIONS		
Questions		
1	Do members do tasks similar to other individuals who do not have disabilities?	Not Met/Met
2	Do members receive skill building services and support where there is regular (more than once per week) opportunity for contact with people not receiving services (for example, visitors who are friends, family members, others from the larger neighborhood or community)?	Not Met/Met