

<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Residential
<b>Standard Title</b>	Home and Community Based Settings
<b>Regulations</b>	ADM 2014-04
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<b>Attachments</b>	Key Assessment
<b>Approved by:</b> Paula Jubic, Executive Director	

**Standard:**

As an agency of Person-Centered Excellence, Catholic Charities Disabilities Services (CCDS) places a premium on supporting individual choice and freedom for the people who receive 24 hour care from our residential program. These goals are well articulated in OPWDD's ADM 2014-04 which outlines steps this agency should take to enhance choice.

The purpose of this standard is to formally establish procedures CCDS has developed a plan to achieve the goals as articulated in the ADM:

- facilitating increased capacity for self-determination and personal control;
- supporting participation in communities;
- enhancing the quality of life for Individuals Supported as they define it for themselves;
- investing in each person's developmental potential and capacity to contribute in age related roles as productive and respected community members; and,
- safe guarding the health, safety, rights and well-being of people supported through the highest quality supports and services.

**Procedure:****A. Staff Action Plans**

- 1) Staff Action Plans should be person-centered, individualized and include activities and interactions that are meaningful to the person.
- 2) Residential Habilitation supports should be focused on the development of skills that are needed in order to facilitate a greater degree of choice, independence, autonomy, and full participation in community life.
- 3) Exploration of new experiences should be encouraged in completing the Staff Action Plan. New experiences enable the individual to make informed choices and, consequently, to identify new valued outcomes.
- 4) The Staff Action Plan should include personally meaningful community activities, the timing and desired frequency of these activities, and the supports needed for the person to fully participate.

**B. Access to the Community**

- 1) Our services, settings, and supports must be designed to facilitate full access to engage in community life and afford persons the same degree of access as Individuals Supported without disabilities.

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- 2) We will ensure that the Individuals Supported we support are not segregated or isolated from people without disabilities and ensure that support and delivery practices are not "institutional" in nature. When planning, staff should consider these questions:
  - What is the purpose of the activity? Are Individuals Supported interested in the activity, will they see people they know or with whom they have common interests?
  - How many Individuals Supported from the residence are participating?
  - How do we make sure the Individuals Supported have a choice in participating?
  - What is the larger environment in which the activity is occurring (e.g., a larger group of Individuals Supported may be more appropriate participating in an activity where other large groups congregate, such as a community concert)?
  - What is the intent and anticipated outcomes for people participating in the activity?
  - How will supports be delivered during the activity?

### **C. Informed Choice and Rights Protection**

- 1) We will support Individuals Supported to make informed choices, exploring with them the potential consequences and responsibilities of decision making. Through this process we will explore and promote positive approaches to safeguards that enable the individual to have the dignity of risk.
- 2) We will encourage and support Individuals Supported to freely choose and control their own activities, including both scheduled and unscheduled activities in the same manner as people without disabilities. We will ensure that sufficient support is available based upon an individual's priorities in their plans for scheduling and activity preferences.
- 3) Spontaneity in choice of activities will be encouraged and supported whenever possible.
- 4) Individuals Supported will be provided with appropriate services and supports to exercise their right to control their own personal resources to the full extent of their ability.
- 5) We will ensure that individual independence and freedom is not abridged for the convenience of staff and/or by well-meaning but unnecessarily restrictive methods of providing services and supports.
- 6) We will encourage, respect, and support the observance of cultural, religious, and other preferences of the individual in accordance with the individual's choice and background.

### **D. Tenancy Rights**

- 1) Individuals Supported will have a written occupancy agreement that will address due process and appeals, rights and responsibilities regarding their housing, the circumstances under which the individual could be required to relocate, and the process for requesting a change in living arrangement or roommate.

### **E. Access to Food and Meals**

- 1) Individuals Supported will have access to food, meal(s) and storage of food. Individuals Supported may purchase and store their own snacks or special food and keep food for

themselves. Kitchens, refrigerators, and pantries will not be locked (unless clinically justified due to a specific diagnosis and documented).

- 2) Any restrictions on access to food will be considered rights restrictions and will be implemented only in compliance with any applicable law, regulation or administrative directive.
- 3) Individuals Supported will have input into the menu of foods provided.
- 4) While meals will be served at regular times, an individual may choose to eat at a different time, or may choose to eat in another room alone if desired (with needed dining safeguards in accordance with the individual's dining plan).

**F. Access to the Residence**

- 1) Individuals Supported shall have free access to common areas of the residence, including kitchens, laundry rooms, cabinets, closets, and other rooms of the house.
- 2) If necessary, household cleaning products and other household products may be safely stored.
- 3) Any restriction to access will be considered a rights restriction and will be implemented only in compliance with any applicable law, regulation or administrative directive.

**G. Rights to Have Visitors**

- 1) See Standard, "Individual Residents Rights: Visitation and Communication."

**H. Choice of Living Arrangement/Roommate**

- 1) CCDS will provide a mechanism to assess satisfaction with living arrangements and provides Individuals Supported a confidential opportunity to discuss issues and concerns regarding their living environment.
- 2) As part of the Life Journey Conversation process, Individuals Supported will be asked about their choice of living situation.
- 3) We will make every effort to support a person's choices as to where they want to live or with whom they want to live.

**I. Rights to Personal Space and Privacy**

- 1) Individuals Supported will have the ability to lock their rooms for personal privacy and to control access from unwanted external entry. They may keep their own key and may have keys to the residence they live in.
- 2) The locking mechanisms will allow for entry for support or help in an emergency.

**J. Implementation**

- 1) The agency will continue to monitor addendums, guidance, regulations developed by OPWDD to ensure CCDS remains in compliance.

**Key Assessment**

Individual \_\_\_\_\_ Individual Signature (if able to sign) \_\_\_\_\_

Yes/No or Prompt Level

- Does the individual demonstrate an interest in possessing a key to his or her bedroom? \_\_\_\_\_
- Does the individual demonstrate an interest in possessing a key to his or her home? \_\_\_\_\_
- Does the individual understand the concept of using a key (that it is used to unlock/lock doors) \_\_\_\_\_
- Does the individual possess the ability to safely possess a key? \_\_\_\_\_
- Does the individual understand that he/she should not give the keys to their home or bedroom? \_\_\_\_\_
- Does the individual understand the risk and dangers associated with losing their keys? \_\_\_\_\_
- If No was answered for any of the questions above, please explain why. \_\_\_\_\_
- Does the individual wish to have a locking mechanism to their bedroom? Please indicate yes/no. Yes No

Conclusion: Individual is capable/Is not capable or does not want to handle keys to their bedroom.  
Conclusion: Individual is capable/Is not capable or does not want to handle keys to their home.

Individual will be given/ will not be given a key based upon: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Codes P=Physical Prompt HOH=Hand over Hand \*=Lack of interest or beyond cognitive potential  
Prompt Level I= Independent GP= Gestural Prompt VP= Verbal Prompt

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