TBI – Waiver Services Supplemental – Residential Based Habilitation Service

The waiver includes adult day services, attendant care, case management, homemaker, residential based habilitation, respite care, structured day program, supported employment, behavior management/behavior program and counseling, environmental modifications, healthcare coordination, occupational therapy, personal emergency response system, physical therapy, specialized medical equipment and supplies, speech-language therapy and transportation. These are waiver services options that can be provided and will be services that people are receiving. Not everyone will be receiving the same services, however. Some will receive Physical Therapy or Transportation or Attendant Care, or some other service that reflects their needs.

The **Person Centered Compliance Tool** will be supplemented with the following tool depending on what waiver service the person is currently receiving. A review of the CCB/POC will determine what services the person has. The surveyor will determine by reviewing the CCB/POC and talking with the Case Manager the exact services the person has. By so doing, the surveyor will take the appropriate supplemental Provider Survey Tool to complete the survey. The following is an example of that supplemental Provider Survey Tool for a person who is receiving: **Residential Based Habilitation Services**.

Waiver Services: **Residential Based Habilitation Services** **Waiver Assurances** **Recommended Probes**		**Discovery Mechanisms** **Discovery mechanisms are not meant to be inclusive. They are meant to be suggestions to gather information for the surveyor. Guidelines are intended to help the surveyor to make decisions about the presence or absence of the Indicators. The Discovery mechanisms listed here in no way imply they are meant to be directives for completion, or a requirement to be answered in every instance.**		
Residential Based Habilitation Services: Desired Outcome: *Residential Based Habilitation service provider assistance with the acquisition, retention or improvement in skills related to activities of daily living and the social and adaptive skills necessary to enable the individual to live in a non-institutional setting.*		**Spending Time With People** **(Initially during the conversation with the person using the Personal Outcome Measures©, then throughout the survey process.)** **Examples only: specific situations may change observations.**	**Conversations With People** **Selected Examples only: specific situations may change conversations with people.**	**Review of Documents** **Examples only: specific situations may change documents needing review.**
Service Standards: Activities of Daily Living	**RBHS I.A.1 The individual receives direct supervision, monitoring, training, demonstration and assistance with skills related to activities of daily living.** Does the person receive services in: 1. Personal grooming and cleanliness? 2. Bed making and household chores? 3. Eating and planning meals, as well as the preparation of food?	**Observe any services and instruction the individual receives in activities of daily living.** **If possible, observe the meal-time preparation and the person's involvement in dining.**	**Ask the person what kinds of service are being received in activities of daily living.** **Ask the person to explain their involvement in household chores.** **Ask the person what services they receive in preparing meals.** **Ask the person to**	**Review any written schedules of activities that include activities of daily living.** **Review any service documentation related to personal grooming and cleanliness.** **Review any service documentation related to the person's need for household chores.** **Review any**

			explain what services they receive in personal grooming. **Ask the direct service staff to explain what services are provided for the person.** **Ask the Case Manager to list the services being provided to the person and how those services were selected.**	**documentation related to meal preparation and meal planning.**
Service Standards: Living in the Community	**RBHS I.A.2 The individual receives direct supervision, monitoring, training, demonstration and assistance with skills related to living in the community.** 1. Does the person receive services in using the telephone? 2. Is the person receiving services in learning to prepare lists and maintain calendars of essential activities and dates, and other organizational activities to improve memory? 3. Is the person receiving services in learning how to handle money and pay bills? 4. Does the person receive services in shopping and errands? 5. Does the person receive services to access public transportation? 6. Does the person receive services in self-advocacy and services to learn to exercise control and responsibility over those personal services	**Observe for the presence of the person's telephone in the environment.**	**Ask the person if they use the telephone.** **Ask the person to describe the services they are receiving related to community living.** **Ask the provider's direct service staff to describe the community living services implemented with the person.**	**Review any documents that relate to community living services.** **Review the POC/CCB for goals related to community living services.**

	received?			
Documentation Standards	**RBHS I.B.1 Documentation standards are maintained by the provider staff with assurance's of services.** 1. Are the services the person receives outlined in the Plan of Care/Cost Comparison Budget (POC/CCB)? 2. Does staff record services by recording the staff's and individual's name with the complete date and start/stop time of the service, including a.m. or p.m.? 3. Does staff record uninterrupted, continuous service with one data entry? 4. Does staff record services that are interrupted during the day with entries that are descriptions of unique encounters? 5. Do all entries describe the issue or circumstance concerning the individual? 6. If the staff providing services must be professionally licensed, do all of those entries include the title of the individual making the entry? 7. Is direct care staff supervised by a QMRP, OT, PT or Speech-Language?		**Ask the provider's direct service staff to explain the data required related to residential based habilitation services.**	**Review the POC/CCB to determine if the services listed are being implemented for the person.** **Review the data for services provided to determine if the provider's staff documents all relevant information.** **Review the documentation of activity interactions between staff and the person receiving the services.** **Review the data entries to ensure all appropriate professional titles are documented.** **Review qualifications of the supervisory staff.** **Review documentation that supervision has occurred.**