



LEVELS OF HCBS COMPLIANCE

**FROM BEGINNING STAGES
OF HCBS TRAINING
TO
CREATING A PERSON
CENTERED CULTURE**



PERSON CENTER PRACTICES (PCP)

WHAT IS PERSON CENTERED PRACTICES (PCP)?

PERSON CENTERED PRACTICES (PCP) UTILIZES A SET OF PERSON CENTERED THINKING (PCT) SKILLS TO HELP INDIVIDUALS DEFINE WHAT IS IMPORTANT TO THEM AND ASSIST THEM WITH CREATING THE LIFE THEY ENVISION. PERSON CENTERED PLANNING TAKES THE INFORMATION GATHERED FROM THE PCT DISCOVERY SKILLS AND DEVELOPS A PLAN THAT CAN BE IMPLEMENTED. THE PLAN CONSIST OF GOALS AND OBJECTIVES IDENTIFIED BY THE INDIVIDUAL AND THEIR SUPPORT SYSTEM. PERSON CENTERED PRACTICES IS THE CONSISTENT USE OF SKILLS AND A PLANNING PROCESS THAT BUILDS AND SUSTAINS A COMMUNITY OF SUPPORT FOR OTHERS.

HOME AND COMMUNITY BASED SERVICE (HCBS) FINAL RULE

WHAT IS THE HCBS FINAL RULE?

THE HOME AND COMMUNITY BASED SERVICES (HCBS) FINAL RULE SETS REQUIREMENTS FOR HCBS SETTINGS, WHICH ARE PLACES WHERE PEOPLE LIVE AND RECEIVE SERVICES. THE GOAL OF THE HCBS FINAL RULE IS TO ENHANCE THE QUALITY OF SERVICES. THIS IS ACCOMPLISHED BY MAXIMIZING OPPORTUNITIES AND CHOICES FOR INDIVIDUALS. PROMOTING COMMUNITY INTEGRATION BY SECURING FULL ACCESS TO THE COMMUNITY. PROVIDING INDIVIDUALS WITH THE OPPORTUNITY TO WORK AND SPEND TIME WITH PEOPLE IN THE COMMUNITY WHO DO NOT HAVE DISABILITIES. SUPPORTING AND PROTECTING INDIVIDUALS PREFERENCES. ENSURING THAT THE INDIVIDUAL PERSON CENTERED PLANNING PROCESS IS GUIDED AND DIRECTED BY THE INDIVIDUAL; THE PLAN MUST REFLECT WHAT IS IMPORTANT TO THE INDIVIDUAL AND THE NEEDED SERVICES AND SUPPORTS.

WHO DOES THE HCBS FINAL RULE APPLY TO?

THE HCBS FINAL RULE APPLIES TO:

- **RESIDENTIAL AND NON-RESIDENTIAL SETTINGS; INCLUDING CERTIFIED AND LICENSED HOMES**
- **DAY PROGRAMS AND OTHER DAY-TYPE SERVICES**
- **EMPLOYMENT OPTIONS AND WORK PROGRAMS.**

THE HCBS FINAL RULE DOES NOT APPLY TO:

- **NURSING HOMES**
- **HOSPITALS**
- **INTERMEDIATE CARE FACILITIES FOR INDIVIDUALS WITH DISABILITIES (ICF/IID)**
- **INSTITUTIONS FOR MENTAL DISEASES (IMD)**

HELPFUL HINT:

PROVIDERS CAN LEARN FROM EACH OTHER AND SHARE STRATEGIES. THE MONTHLY VENDOR ADVISORY COMMITTEE IS AN OPPORTUNITY TO SHARE IDEAS.

WHAT ARE THE HCBS FINAL RULE REQUIREMENTS?

REQUIREMENTS FOR ALL SETTINGS

**THE FINAL RULE REQUIRES THAT
INDIVIDUALS CAN:**

- **SPEND TIME IN AND BE PART OF THEIR COMMUNITY.**
- **WORK ALONGSIDE PEOPLE WHO DO NOT HAVE DISABILITIES.**
- **HAVE CHOICES REGARDING SERVICES AND SUPPORTS AND WHO PROVIDES THEM.**
- **HAVE CONTROL OF THEIR SCHEDULE AND ACTIVITIES.**

RESIDENTIAL SETTINGS

**IN ADDITION TO THE REQUIREMENTS
APPLICABLE TO ALL SETTINGS, THE FINAL
RULE REQUIRES THAT INDIVIDUALS HAVE:**

- **CHOICE ABOUT THEIR ROOMMATE.**
- **PRIVACY IN THEIR ROOM, INCLUDING A LOCK ON THEIR DOOR.**
- **THE ABILITY TO HAVE VISITORS OF THEIR CHOOSING, AT ANY TIME.**
- **FREEDOM TO FURNISH AND DECORATE THEIR ROOM.**
- **A LEASE OR OTHER LEGAL AGREEMENT, PROTECTING THEM FROM EVICTION.**

LEVEL 1: PERSON CENTERED TRAINING

ALL STAFF SHOULD RECEIVE PERSON CENTERED TRAINING.

- **PARTICIPATE IN THE 2 DAY PERSON
CENTERED THINKING TRAINING.**
 - **LEARN ABOUT PERSON CENTERED
CONCEPTS, PRINCIPLES AND SKILLS.**
 - **CULTIVATE FUNDAMENTALS OF PERSON
CENTERED PRACTICES AND VALUES.**

IMPORTANT NOTE:

**A PERSON CENTERED CULTURE APPLIES TO
EVERYONE. DIRECT STAFF WHO OBSERVE
MANAGEMENT MODEL PERSON CENTERED
PRACTICES CONSISTENTLY, ARE MORE LIKELY TO
PRACTICE IT THEMSELVES.**

HELPFUL HINT:

**ONGOING PERSON CENTERED SKILL REFRESHERS
SHOULD BE CONDUCTED THROUGHOUT THE YEAR.
PRACTICE PERSON CENTERED SKILLS DURING
STAFF MEETINGS, TRAININGS OR OTHER
PROFESSIONAL DEVELOPMENT OPPORTUNITIES.**

LEVEL 2: IDENTIFY THE BASELINE FOR PERSON CENTERED PRACTICES

IDENTIFY HOW TO SUPPORT THE PARTICIPANTS TO HAVE CHOICE, RIGHTS, OPPORTUNITY AND INTEGRATION (CROI).

- **COMPLETE THE ELARC SELF ASSESSMENTS AND SURVEYS.**
- **USE BASELINE DATA TO IDENTIFY WHAT IS ALREADY BEING DONE SUCCESSFULLY TO MEET THE DESIRED GOALS AND WHERE IMPROVEMENTS ARE NEEDED.**

IMPORTANT NOTE:

BASELINE DATA IS OBTAINED FROM THE ASSESSMENTS AND SURVEYS.

LEVEL 3: DEVELOP AGENCY PERSON CENTERED STRATEGIES

THE AGENCY WILL CREATE PERSON CENTERED STRATEGIES.

- **PERSON CENTERED STRATEGIES CAN BE REFLECTED IN POLICIES, PROCEDURES, DOCUMENTATION, AND EXECUTION OF PERSON CENTERED APPROACHES.**
- **DEVELOP PERSON CENTERED PLANS FOR PROGRAM PARTICIPANTS.**
- **THE TRAIN THE TRAINER MODEL WILL BE IMPLEMENTED TO PROVIDE ONGOING STAFF TRAINING IN PERSON CENTERED PRACTICES.**
- **THE AGENCY WILL DEMONSTRATE A SUPPORT SYSTEM FOR DIRECT CARE STAFF TO ADDRESS ANY CHALLENGES IN IMPLEMENTING THE PERSON CENTERED PRACTICES ADOPTED BY THE AGENCY.**

KEY QUESTION:

WHEN DEVELOPING PERSON CENTERED PLANS ASK YOURSELF: HOW WILL THIS GOAL DIRECTLY AND POSITIVELY IMPACT THE PERSON IN TERMS OF CHOICE, RIGHTS, OPPORTUNITY, AND INTEGRATION?

LEVEL 4: IMPLEMENT MEASURABLE AND SUSTAINABLE OUTCOMES

**CREATING A PERSON CENTERED CULTURE
REQUIRES CONSISTENT TRAINING, INPUT
AND AGENCY ASSESSMENTS.**

- **MAINTAIN TRAINING PLANS TO KEEP PERSON
CENTERED PRACTICES CONSISTENT AND
EFFECTIVE.**
 - ◊ **TURNOVER/NEW STAFF SHOULD NOT
INTERRUPT PERSON CENTERED PRACTICES.**
- **ORGANIZATION DEMONSTRATES A PERSON
CENTERED APPROACH ACROSS THE AGENCY
(DIRECT CARE, MANAGEMENT, ADMINISTRATION ETC.).**
 - ◊ **ENCOURAGE AND VALUE INPUT ON WHAT IS
WORKING AND NOT WORKING FROM ALL
STAFF.**
- **INDIVIDUAL SERVICE PLAN TO INCLUDE A
PERSON CENTERED APPROACH THAT
IDENTIFIES THE PARTICIPANT'S BASELINE AND
GROWTH TOWARDS THEIR VISION AND GOALS.**

IMPORTANT NOTE:

**INPUT FROM MANAGEMENT, DIRECT CARE STAFF
AND PROGRAM PARTICIPANTS COULD BE
GATHERED THROUGH MEETINGS, ASSESSMENTS,
TRAININGS AND PERFORMANCE EVALUATIONS.**

RESOURCES

PERSON CENTER PRACTICES

**FOR ADDITIONAL INFORMATION AND
RESOURCES VISIT THE FOLLOWING:**

ELARC PERSON CENTERED PRACTICES: [HTTP://
WWW.ELARC.ORG/ABOUT-US/PERSON-CENTERED-
THINKING](http://www.elarc.org/about-us/person-centered-thinking)

**THE LEARNING COMMUNITY FOR PERSON CENTERED
PRACTICES:** [HTTPS://TLCPCP.COM/](https://tlcpcp.com/)

HELEN SANDERSON ASSOCIATES: [HTTPS://
HELENSANDERSONASSOCIATES.COM/](https://helensandersonassociates.com/)

**BILL ALLEN, A WORKBOOK WITH TOOLS FOR PERSON-
CENTERED PLANNING:** [HTTPS://MN.GOV/MNDDC/EXTRA/
PUBLICATIONS/ITS-MY-CHOICE.PDF](https://mn.gov/mnddc/extra/publications/its-my-choice.pdf)

**ELARC IS COMMITTED TO SUPPORTING
PERSON CENTERED PRACTICES
WITHIN OUR COMMUNITY.**

RESOURCES

HOME AND COMMUNITY BASED SERVICES (HCBS)

ELARC WEBSITE:

- **HOME AND COMMUNITY BASED SERVICES:** [HTTP://WWW.ELARC.ORG/RESOURCES-PUBLICATIONS/HOME-AND-COMMUNITY-BASED-SERVICES-HCBS](http://www.elarc.org/resources-publications/home-and-community-based-services-hcbs)
- **HCBS FINAL RULE TOPICS:** [HTTP://WWW.ELARC.ORG/RESOURCES-PUBLICATIONS/HOME-AND-COMMUNITY-BASED-SERVICES-HCBS/HCBS-FINAL-RULE-TOPICS](http://www.elarc.org/resources-publications/home-and-community-based-services-hcbs/hcbs-final-rule-topics)

DEPARTMENT OF DEVELOPMENTAL SERVICES:

- **HOME AND COMMUNITY BASED SERVICES FINAL RULE:** [HTTPS://WWW.DDS.CA.GOV/INITIATIVES/CMS-HCBS-REGULATIONS/](https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/)
- **HCBS FINAL RULE INFORMATIONAL PIECE (VARIOUS LANGUAGES):** [HTTPS://WWW.DDS.CA.GOV/INITIATIVES/CMS-HCBS-REGULATIONS/TRAINING-INFORMATION/](https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/training-information/)

MEDICAID WEBSITE:

- **HOME AND COMMUNITY BASED SERVICES:** [HTTPS://WWW.MEDICAID.GOV/MEDICAID/HOME-COMMUNITY-BASED-SERVICES/INDEX.HTML](https://www.medicaid.gov/medicaid/home-community-based-services/index.html)
- **HEIGHTENED SCRUTINY PROCESS:** [HTTPS://WWW.MEDICAID.GOV/SITES/DEFAULT/FILES/FEDERAL-POLICY-GUIDANCE/DOWNLOADS/SMD19001.PDF](https://www.medicaid.gov/sites/default/files/federal-policy-guidance/downloads/smd19001.pdf)

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