

INDEPENDENCE ASSOCIATION HCBS

Title: Physical Plant Policy 012

Date: May 16, 2022

Policy:

Independence Association (IA) believes in allowing all people served the freedom to leave and re-enter the setting independently without prior approval or need for staff assistance or permission unless there is a modification to this rule that ensures freedom from restraint is justified and documented in an individual's person-centered plan (PCP). This includes ensuring individuals served have a way to lock and unlock, from both inside and outside the main entry door to the residence. Additionally, IA believes that each physical location should be accessible to the people using them.

Procedures All Programs:

- Program managers will ensure there is at least one telephone available in each physical plant or residential location and a private space for participants to use that telephone.
- Program managers will ensure all individuals know of the phone's availability and know they do not need staff permission to use the phone.
- Assistance for people to make outgoing calls upon request will be provided.
- Program managers will ensure each physical plant location has a private area for participants/residents to meet with visitors. In residential settings, this could include the resident's bedroom if a chair is either in the room or made available.
- Regardless of physical setting, staff will not speak about a participant in the presence of another participant.
- Regardless of physical setting, participants will be addressed in a manner that is respectful both in speech and actions.
- Regardless of physical setting, or not in a physical setting during the provision of Activities of Daily Living (ADL) that maximum privacy and dignity is maintained.
- In an effort to maintain confidentiality and HIPAA, no physical location will place signage or schedules that display any medical, dental, behavioral, or therapeutic services.
- Each physical location will ensure there is a secure place on site for each person to store their personal financial resources. Lock boxes stored in bedrooms, or locking devices stored in a locked room for community supports programs will be made available.
- Each physical location will ensure there is a secure place to store personal belongings in the setting.

- Home supports can use the individual's bedroom which can be locked by the resident.
- Community Supports may use lockers, 'cubbies,' or a locked office/closet area whereby individuals and the program manager have access.
- All physical settings will be physically accessible and free from obstructions such as steps, lips in a doorway, fences, cluttered areas, door locks, gates, limited lighting, limited space, or narrow hallways that could potentially limit a person's mobility in that setting.
 - Prior to admission each physical plant location to be accessed by the individual will be researched to determine if it is accessible for that individual.
 - Annually as a minimum or as necessary, environmental scans to determine continued accessibility will be done for each individual.
 - If a setting is no longer accessible to an individual, IA will determine if reasonable modifications can be made to alter the setting to accommodate the individual to continue to access the physical location.
 - If reasonable accommodations cannot be made, IA may refer the individual to a similar program within the agency where the individual can maintain accessibility or if that is not available, the individual will be referred to an outside organization that can support the individual.
 - All physical locations will ensure they have the following signage, which is accessible and understandable, using age-appropriate symbols and pictures in an obvious location that reinforces an individual's choice, rights, and other vital information:
 - Bill of Rights (state statute) and a version that is easy to understand.
 - How to request transportation, and what types of transportation is available to include pictures
 - Applicable Licenses
 - Schedule of activities available and opportunities available in the community with pictures
 - How to access Maine Self Advocacy groups, SUFU
 - How to make a request to access additional services, reasonable accommodations, and changes to their PCP.
 - How to file a grievance and how to request different staff

Residential Settings (Group homes, Community Living, Shared Living):

- Each person choosing to reside in any home support location will be issued their own private bedroom unless there is a mutual agreement amongst two individuals to share a bedroom of their own consent.
- Each person choosing to reside in any home support program will be given a key(s) to allow access/egress to their home and to their bedroom.

- When residents are not able to secure or use keys, goals will be developed to train the individual in their ability to ensure physical security and maintain privacy.
- Residents are responsible for the financial replacement of lost keys.
- All staff will knock and ask for permission for entrance prior to entering into any resident's private bedroom, unless contraindicated in their respective PCP.
- All recipients of home supports will be allowed to decorate and furnish their bedrooms in any manner they choose.
- All recipients of home supports will be encouraged to work with other household peers to decorate and furnish communal areas.