

When completing the heightened scrutiny worksheet, each question must be answered in detail and there should be supporting documentation to go along with each question. All supporting documentation should be numbered according to which question it corresponds with. The following provides some guidance on what information should be included for each question. Extra information is better than too little information, so feel free to include as much information as possible so we can best evaluate each facility.

1. Describe the physical location of the site: *(Include a description of the physical characteristics of where the site is located including zoning, proximity to neighbors and community services, etc.)*

- Narrative: Describe the location including physical characteristics, zoning, proximity to neighborhoods and community settings.
- Evidence:
 - Color Google aerial maps (zoomed in) or GIS map
 - Pictures of facility.

2. Describe how the setting supports consumers in accessing community activities and locations, including the frequency and nature of community activities accessed by consumers residing in the site: *(Include a description of how often consumers are engaging in activities or using services outside the site. Where are consumers going and for what purpose? (e.g., employment, recreation, medical care, grocery shopping (IADLs), etc.) Are the activities individual, small group, or include all consumers residing in this setting? Are consumers involved in or encouraged to choose the activities, including where, when, and with whom an activity occurs? Are consumers encouraged to work or seek day service activities outside of the site? Do consumers have customized personal schedules that reflect their preferences and opportunities for community access?)*

- Narrative:
 - Describe all activities offered by the facility include in site and in the community.
 - Describe how your facility accommodates clients desire to attend community activities the facility does not do.
- Evidence:
 - Activity schedules
 - Copies of sign-up sheets for activities
 - 3 months' worth, client first names only
 - Activity policies and procedures

3. Describe the typical source and utilization of transportation by the residents of the site: *(Include a description of accessible public transportation specific to the site's location such as bus lines, taxi, Uber etc. Describe how consumers in the site typically get to and from community locations. What is the typical length and nature of commute for consumers residing in the site to get to work or day services, and is this consistent with the experience of members of the local community?)*

- Narrative:
 - List all forms of transportation (example: family, clients still drive, facility van, walking etc.)
 - For rural towns use the introductory statement “due to being a small community with a population of (insert population), there are no commercial bus lines, trains or taxis.
 - Explain if the clients in the facility have the same commute to community services as people living in their own home.
 - Describe how the clients access the use of facility transportation for non-medical personal community activities.
- Evidence:
 - Flyers or website print out for any local community transportation.
 - Sign-up sheets for scheduling the use of facility van
 - 3 months' worth, client first names only
 - Google driving maps to show distance from the facility to community destination (example: library, stores etc.).
 - Provide at least 3 destinations.
 - Transportation policies and procedures

4. Describe qualifications and training for the nursing home, hospital and assisted living staff related to the requirements of HCBS and philosophies of community-based living: *(Describe your policies related to staff qualifications and training relevant to HCBS- this may include Person-Centered Thinking and practices. Provide information related to the resources or efforts to support person-centered practices and HCBS concepts.)*

- Narrative:
 - Describe the training the assisted living staff are required to have.
 - Describe the training for any nursing home or hospital staff ONLY if the staff member is shared between the two.
- Evidence:
 - New employee orientation check list
 - Policies or job descriptions for each position
 - Copies of training materials for all Person-Centered Thinking or HCBS trainings.

5. Describe the interconnectedness of your site and the institutional facility:
(Including administrative and financial.)

- Narrative:
 - Describe how the assisted living is connected to the nursing home/hospital.
 - Describe if any activities or areas are shared
 - Example: Chapel, whirlpool baths, etc.
 - Explain if the finances are joined or separate.
- Evidence:
 - Copy of facility blueprints or layout showing how the two are connected.

6. Describe to what extent are any of the institutional facility staff assigned to this setting: *(Including any limited basis to support or back up assignments.)*

- Narrative:
 - List all staff positions and if they are shared
 - If shared, explain how the institutional facility staff is utilized by the assisted living.
- Evidence:
 - Any policies and procedures that describe this process
 - Staff schedules (if direct care staff is shared) showing how often the institutional staff member is assigned to the assisted living.