

HCBS Final Rule Evidentiary Package

United Friends West



Setting information

Setting name: Horizon Health United Friends West	ID # 1073265
Street address: 297 1 st Ave SE Pierz	Phone: (320)630-5305
Setting website, if applicable: Horizon Health United Friends https://www.horizonhealthservices.org/united-friends	Date of site visit: 9/18/2018

Waiver service type

Waiver service	Service type:
<input type="checkbox"/> Alternative Care (AC) <input checked="" type="checkbox"/> Elderly Waiver (EW) <input type="checkbox"/> Brain Injury (BI) <input checked="" type="checkbox"/> Community Access for Disability Inclusion (CADI) <input type="checkbox"/> Community Alternative Care (CAC) <input checked="" type="checkbox"/> Developmental Disabilities (DD)	Supported Living Services and Adult foster care

Reason for heightened scrutiny

Prong type	Category	Type of setting
Prong 3 Effects of Isolating Characteristics	Effect of Isolating Characteristic	Is one of multiple homes located on the same street or adjoining property that shares programming activities

Note: The term people/person (resident for residential settings) refers to people receiving Medicaid HCBS waiver services.

General summary

Pierz is located in Morrison County in central Minnesota. The population of this rural community was 1,393 at the 2010 census. The setting is located in a residential neighborhood surrounded by single family homes. The home is within close proximity to a school, church, bank, and Pierz city hall. The setting is a single family home. United Friends West and United Friends East, the collocated home, are on adjoining properties. There is one person served on the elderly waiver and 3 people served on a disability waiver (DD or CADI). There are four people total in this setting.

Foster Care/Supported Living service provider standards/qualifications

Licensure requirements and other state regulations for foster care services clearly distinguish these services/settings from institutional licensure or regulations.

- Child and Adult Foster Care (BI, CAC, CADI waivers) and Supported Living Service providers (DD waiver) must be licensed under Minnesota Statutes 245D.

- Adult Foster Care (Elderly Waiver and Alternative Care program) provider must meet the licensure requirements found in Minnesota Rules, parts 9555.5050 – 9555.6265 and Minnesota Statutes, section 245A.

Foster Care and Supported Living service definitions that support the setting requirements

Adult and child foster care for people on BI, CAC and CADI waivers:

Adult foster care is ongoing residential care and supportive services and includes personal care assistant services, homemaker, chore, behavioral aide services, companion services, and medication oversight (to the extent permitted under State law) provided in a licensed home.

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_001786

Supported Living services for people on the DD waiver:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_048987#

Supported living services are “residential habilitation services” provided to participants who live in a supported living environment. Residential habilitation services consist of assistance with acquisition, retention, or improvement in skills related to activities of daily living, such as personal grooming and cleanliness, bed making and household chores, eating and the preparation of food, and the social and adaptive skills necessary to enable people to reside in a non-institutional setting.

Adult foster care for people on the Elderly waiver/Alternative Care program:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_056766#foster

Prong 3 settings

Meaningful distinction between co-located HCBS Setting

States must submit strong evidence that the setting presumed institutional has the characteristics of a HCBS setting and not an institutional setting.

Determination	Summary
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet	Describe the extent to which any shared programming (meals, transportation, social/recreational activities) occurs between different homes/buildings (how often, what type of programming or activities are shared) and how the provider assures interests and

Determination	Summary
<input type="checkbox"/> Not applicable	<p>preferences are supported at an individual level (people are engaged in planning community activities based on their preferences, variety of transportation options, schedules are varied, reverse integration is not the sole form of “community integration”:</p> <p>Any shared programming happens at the request of people in the setting. Sometimes there are shared meals for special events, picnics, or birthdays otherwise the setting prepares its own meals separate from the other setting. Each person has their own calendar with their specific desired events, activities, and appointments. People are not expected to join activities hosted by the provider and can select other activities as preferred.</p> <p>There are 5 menus planned between the two settings. The menus meet the specific dietary needs and preferences of the people living in the setting. Staff go grocery shopping for both settings at the same time.</p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>Describe the extent to which staff are scheduled to work with people at the other collocated setting (s) on the same shift:</p> <p>As needed, designated shared staff will float between houses. There are staff who are designated specifically United Friends West and these staff do not work at the other setting. The staff who are designated as float staff are trained on both houses and float on an as needed basis.</p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>Participants in the setting in question do not have to rely primarily on transportation or other services provided by the other co-located setting (s), to the exclusion of other options; (Describe the proximity to avenues of available public transportation or an explanation of how transportation is provided where public transportation is limited.)</p> <p>There are two shared vans between homes; one van is adapted and accessible. Other opportunities for transportation include community volunteer drivers, family, or taxis to Little Falls. Transportation is discussed at admission and move-in. Primarily people choose to use the vans for transportation and rides are at people’s requests. The staff set up rides and arrange transportation for people living in this home.</p>

Community engagement opportunities and experiences

There is a bulletin board posted in the house with community activities. Each person has their own calendar of preferred activities. People identify activities, ask staff to help them find activities, or are offered options by staff based on the preferences and interests of the person. People access the community on their preferred frequency; one person gets out on a daily basis while others leave once or twice a week. One person interviewed indicated she was retired and reported she is still choosing to engage in about 8 community activities a month. Some of the activities people are engaging in in the community are:

- Shopping
- Picnic at the river
- Going to the bread store in St. Cloud weekly
- Trips to lakes and parks
- Going to the zoo
- Going to dances
- Visiting friends

People also engage in activities not sponsored by the setting. Some examples of these activities are:

- Going fishing with family
- Going on boat rides on the lake
- Going shopping with sister
- Visiting friends or family

It was evident in observation and interviews with people, staff and the administrator that person-centered practices are at the forefront of service delivery by:

- Respecting and honoring the things each person thinks are important and encouraging informed choice and creativity.
- Supporting activities are flexible and work around the person's preferred schedule (people are not following a "set schedule")
- Encouraging people to share ideas and make choices about setting activities based on their own personal preferences and interests
- Ensuring people have opportunities and supports they need to be fully included in their community, individually and in groups, as desired
- Assisting people with developing meaningful relationships with other members of the community

HCBS characteristics

This section is a summary of the individual HCBS characteristics required in the HCBS rule. The findings for each characteristic are identified through the setting attestation documentation, on-site observation or both.

HCBS Rule requirement	Compliance status (Please select)
<p>Each person at the setting has a written lease or residency agreement in place providing protections to address eviction processes and appeals.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>Residency agreement using the DHS 7176B sample form</p>	Compliant
<p>Each person at the setting has privacy in his/her sleeping or living unit including a lockable door.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Observed door has key lock.</p>	Compliant
<p>The setting facilitates that a person, <i>who shares a bedroom</i>, is with a roommate of their choice.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>There are no shared bedrooms in this setting, viewed each room on site visit.</p>	Compliant
<p>The setting provides people with the freedom to furnish and decorate their bedroom and living unit within the lease or residency agreement.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>All rooms observed as decorated with personal pictures and items.</p>	Compliant

HCBS Rule requirement	Compliance status (Please select)
<p>The setting provides people the freedom and support to control their daily schedules including access to food at any time.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>People were observed eating lunch during site visit, going on errands, including shopping, and doing independent activities. People also have their own individualized calendar. It was observed that not all people were eating at the same time and there was no expectation that people eat on a schedule.</p>	Compliant
<p>The setting allows people to have visitors at any time.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>No visitors were observed coming or going but staff report that visitors come and go often. There was a visitors' sign-in log but it does not get used often according to staff. There were not visiting hours posted observed during site visit.</p>	Compliant
<p>The setting provides opportunities for people to seek employment and work in competitive integrated settings.</p> <p><input type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>Administration and staff interviewed all report that employment opportunities are available. Administration and staff report that work opportunities are not consistent. Some people in the home attend DT&H program.</p>	Compliant
<p>The setting is physically accessible to the individual.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Reported by person interviewed as accessible.</p>	Compliant

HCBS Rule requirement	Compliance status (Please select)
<p>The setting provides people opportunities to access and engage in community life.</p> <p><input type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Person interviewed reported they can access community and they make their own schedule. People were observed during site visit accessing community for shopping and other activities.</p>	Compliant
<p>The setting supports the person’s control of personal resources.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Person interviewed reported she can easily access her resources.</p>	Compliant
<p>The setting ensures people’s right to privacy.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>People have their own room where they can keep their belongings. Locks were observed on doors.</p>	Compliant
<p>The setting ensures people’s dignity and respect.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Staff were observed interacting with people: they asked about their day, welcomed people home, and spoke with respect.</p>	Compliant
<p>The setting ensures people’s freedom from coercion and restraint.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>Policy submitted with attestation.</p>	Compliant
<p>The setting optimizes individual initiative, autonomy, and independence in making life choices, including daily schedule and with whom to interact.</p>	Compliant

HCBS Rule requirement	Compliance status (Please select)
<input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>Person interviewed reported she tells staff what she wants to do, people were observed participating in different activities during site visit including access the community and documentation (calendars and bulletin board) at site indicate a variety of choice.</p>	

Pictures of the HCBS setting



Public comment summary

The Minnesota Department of Human Services (DHS) did not receive public comments for this setting.

DHS sought public comment from Aug. 5, 2019 to Sept. 4, 2019, before submitting settings to the Centers Medicare & Medicaid Services (CMS) for heightened scrutiny.

We sought public comments using the following methods:

- Evidentiary packages posted online on the [Home and Community Based Services Rule transition plan page](#)
- Evidentiary packages specific to each setting posted in a common area of the setting
- Notice of public comment period via [Aug. 5, 2019, eList announcement](#)
- Notification to lead agencies via regional resource specialists
- Notification to providers via email
- Notification to managed care organizations and Area Agencies on Aging (AA) via email
- Notification to long-term care ombudsman office via email
- Disability Hub MN virtual insight panel.

Minnesota's recommendation

Date of recommendation: 10/1/2019

Minnesota supports that this setting overcomes the institutional presumption and meets the requirements of a home and community-based setting. Provider is required to maintain on-going compliance with all HCBS requirements.