

**COMMUNITY LIVING ARRANGEMENTS**

**7.01 Community Living Arrangements**

**(Eff. 2/1/16)**

Written policy, procedure and practice govern the operations of Community Living Arrangements (CLA) that serve exclusively two or more adult persons who are receiving services authorized or financed, in whole or in part, by DBHDD.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37, 290-9-37-.14, and 290-9-37-.15

#	Criteria	Deficient Practice	Effect / Outcome
1	The organization has a policy in place and substantially practiced that addresses, at a minimum, the following: (1) how the residence ensures that it does not admit or retain persons who require more care than the residence can provide; (2) expectations regarding cooperative living; and, (3) how the residence handles acts committed by staff or individuals that are inconsistent with policies of the residence.		
2	The CLA administrator is at least 21 years of age and qualified by training and experience to operate competently the CLA.		
3	The CLA administrator designates a qualified staff member as the responsible staff person to act on his/her behalf and to carry out his/her duties in the administrator's absence.		
4	The CLA administrator/designee is available to any person within the CLA, including each individual, in the event of an emergency.		
5	The type and number of professional staff and all other staff attached to the organization are present in numbers to provide services, supports, care and treatment to individuals as required. Staff to individual ratios are, at minimum, 1:4 in CRA.		

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6	When individuals are receiving an exceptional rate, the provider follows the staffing requirements outlined in the ER letter. When an exceptional rate requires enhanced staffing, the established staffing ratios for the service are met in addition to the required exceptional rate staffing.		
7	If individuals are in the residence and staff are not present within the residence, the ISP for each individual supports evidence of assessment regarding capacity to be independent within the residence.		
8	The CLA maintains a monthly plan for specific staff coverage in advance of the month, a record of actual staff coverage, and a plan for provision of all required services.		
9	The CLA does not require any individual to perform tasks that are ordinarily considered staff responsibilities, unless there is documentation in the ISP of the individual, or elsewhere, that indicates that participation of the individual is voluntary and appropriate.		
10	All staff members who offer direct care to any individual maintain awareness of each individual's usual appearance and condition and take appropriate action if a change in the individual's usual appearance or condition occurs.		

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**7.02 Sleeping Area Requirements**

**(Rev. 4/1/17)**

Residences are constructed, arranged, and maintained so as to provide adequately for the health, safety, access, and well-being of the individual.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.08

#	Criteria	Deficient Practice	Effect / Outcome
1	The CLA provides for private sleeping areas.		
2	The CLA does not restrict a individual's free access to the individual's own bedroom unless the rationale for not meeting this requirement is documented in the individual service plan of the individual, which justifies that exceptions are based on the needs of the individual.		
3	The living and sleeping areas for a given individual are within the same building.		
4	Bedrooms have sufficient space to accommodate, without crowding, the individual, the individual's belongings, and the minimum furniture of a bed, dresser, and closet. When there is more than one individual per bedroom, bedroom space is available to accommodate two individuals without crowding the individuals, their belongings, and their beds, dressers, and closets.		
5	Each bedroom has at least one window.		
6	Bedrooms for individuals are separated from halls, corridors and other rooms by floor to ceiling walls. Hallways are not used for sleeping.		
7	No person other than the occupant of a bedroom passes through a bedroom in order to reach another room.		

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8	Bedrooms occupied by individuals have doors that can be closed. For bedrooms that have locks on doors, both the occupant and staff are provided with keys to ensure easy entry. Double-cylinder locks (locks requiring a key on both sides) are not to be used on the bedroom of an individual.		
9	A room is not used as a bedroom where more than one-half the room height is below ground level. Bedrooms that are partially below ground level have adequate natural light and ventilation and are provided with two useful means of egress.		
10	Bedrooms include the following: closet/wardrobe, lighting fixtures sufficient for reading and other activities, dresser/bureau or equivalent, and mirror appropriate for grooming. Furnishings, including those provided by the individual, are maintained in good condition, intact, and functional.		
11	Each individual has a standard, non-portable bed measuring at least 36 inches wide and 72 inches long with comfortable springs and a clean mattress. The mattress is not less than five-inches thick, or four inches if of a synthetic construction. Couples may request a double bed when available.		
12	Provision are made for assisting an individual to personalize the bedroom by allowing the use of his or her own furniture if so desired and by mounting or hanging pictures on bedroom walls.		
13	Bedding is available for each individual, including two sheets, a pillow, a pillowcase, a minimum of one blanket and bedspread. The CLA maintains a linen supply for not less than twice the bed capacity. The CLA provides sufficient bed linen so that all beds may be changed at least weekly and more often if soiled.		

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**7.03 Bathroom Requirements**

**(Rev. 10/15/16)**

Residences are constructed, arranged, and maintained so as to provide adequately for the health, safety, access, and well-being of the individual.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.08, 290-9-37-.14, and 290-9-37-.19

#	Criteria	Deficient Practice	Effect / Outcome
1	At least one functional toilet, lavatory, and bathing or showering facility is provided for each four individuals.		
2	At least one fully handicap accessible bathroom is available if any individual requires handicap access.		
3	Grab bars and non-skid surfacing or strips are installed in all showers and bath areas, as required by the needs of the individuals.		
4	Bathrooms and toilet facilities have a window that can be opened or have forced ventilation.		
5	Toilets, bathtubs, and showers provide for individual privacy.		
6	All plumbing and bathroom fixtures are maintained in good working order at all times and present a clean and sanitary appearance.		
7	Toilet tissue is available for use at each commode.		
8	Each individual is afforded privacy and freedom for the use of the bathroom at all hours.		

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**7.04 Common Area Requirements**

**(Rev. 4/1/17)**

Residences are constructed, arranged, and maintained so as to provide adequately for the health, safety, access, and well-being of the individual.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.08

#	Criteria	Deficient Practice	Effect / Outcome
1	The CLA provides for common living space areas.		
2	All residences provide an area for use by individuals and visitors that affords privacy.		
3	The CLA does not restrict a individual's free access to common areas of the residence unless the rationale for not meeting this requirement is documented in the individual service plan of the individual, which justifies that exceptions are based on the needs of the individual.		
4	Common areas have clean, safe furniture in good repair, with enough seating for the individuals and guests. Furnishings, including those provided by the individual, are maintained in good condition, intact, and functional.		

**7.05 General Residence Requirements**

**(Rev. 4/1/17)**

Residences are constructed, arranged, and maintained so as to provide adequately for the health, safety, access, and well-being of the individual.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.08, 290-9-37-.10

#	Criteria	Deficient Practice	Effect / Outcome
1	The residence presents a clean and orderly appearance.		
2	The residence has its house number displayed so as to be easily visible from the street.		
3	The yard area, if applicable, is kept free of all hazards, nuisances, refuse, and litter.		

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4	All areas including hallways and stairs are lighted sufficiently.		
5	Floors, walls, and ceilings are kept clean and in good repair.		
6	Windows used for ventilation to the outside and exterior doors used for ventilation are screened and in good repair.		
7	Supportive devices are installed as necessary to enable individuals to achieve a greater degree of mobility and safety from falling.		
8	The residence provides a means of locked storage for the valuables or personal belongings of any individual, upon request.		
9	All stairways and ramps have sturdy handrails, securely fastened not less than 30 inches nor more than 34 inches above the center of the tread. Exterior stairways, decks, and porches have handrails on the open sides unless the surface of the deck or porch is so close to ground level that it does not pose a significant risk of injury to the individual to fall from the deck or porch.		
10	Floor coverings are intact, safely secured, and free of any hazard that may cause tripping.		
11	All areas including hallways and stairs are lighted sufficiently.		
12	Entrances and exits, sidewalks, and escape routes are maintained free of any obstructions that would impede leaving the residence quickly in the case of fire or other emergency. All such entrances and exits, sidewalks, and escape routes are kept free of any hazards such as ice, snow, or debris.		
13	The residence provides laundering facilities on the premises for individuals' personal laundry.		

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14	Each individual is provided clean towels and washcloths at least twice weekly and more often if soiled.		
15	No individual is in any area of the CLA that falls below 65 degrees Fahrenheit or that exceeds 85 degrees Fahrenheit. Mechanical cooling devices are made available for use in those areas of the building used by individuals when inside temperatures exceed 80 degrees Fahrenheit.		
16	The storage and disposal of garbage, trash, and waste are accomplished in a manner that will not permit the transmission of disease, create a nuisance, or provide a breeding place for insects or rodents. Waste is removed from the kitchen as necessary and from the premises at least weekly.		

**7.06 Health and Safety Requirements**

(Rev. 4/1/17)

Each Community Living Arrangement provides a safe and healthy home for its individuals.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.11, 290-9-37-.12

#	Criteria	Deficient Practice	Effect / Outcome
1	Wall-mounted electric outlets and lamps or light fixtures are maintained in a safe and operational condition.		
2	Space heaters are not used.		
3	Fire screens and protective devices are used with fireplaces, stoves, and heaters.		
4	Sufficient AC powered smoke detectors, with battery backup, are in place and, when activated, initiate an alarm that is audible in the sleeping rooms. Strobe alarms are used when required by the needs of the individual, e.g., for hearing impaired persons.		

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5	If natural gas or heating oil is used to heat the residence, or if a wood-burning fireplace is in the residence, the residence is protected with carbon monoxide detectors.		
6	Each residence has at least one charged, 5 pound multipurpose ABC fire extinguisher on each occupied floor and in the basement that is readily accessible. These extinguishers are checked annually by a fire safety technician and monthly by the CLA staff to ensure they are charged and in operable condition.		
7	Exterior doors are equipped with locks that do not require keys to open the door from the inside.		
8	Poisonous materials are locked or inaccessible to individuals if all individuals living in the home are unable to safely use or avoid poisonous materials. Poisonous materials are stored in an area away from medication storage areas and from food preparation.		
9	A residence is equipped and maintained so as to provide a sufficient amount of hot water for the use of individuals. Heated water provided for use of individuals does not exceed 120 degrees Fahrenheit at the hot water fixture, unless a cooler temperature is required by the needs of the individual. A water temperature monitor or a scald valve is installed where necessary to ensure the safety of the individuals.		
10	Individuals who need assistance with ambulation are provided bedrooms that have access to a ground-level exit to the outside or provided bedrooms above ground level that have access to exits with easily negotiable ramps or easily accessible lifts.		

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11	There are established procedures and mechanisms for alerting and caring for individuals in case of emergencies and for evacuating them to safety. An evacuation plan with clear instructions is available within each residence. Each sleeping room has a secondary exit, which may be a door or a window usable for escape.		
12	Individuals dependent upon a wheelchair or other mechanical device for mobility have at least 2 exits from the CLA, remote from each other, and accessible to the individuals.		
13	There are clearly accessible route(s) for emergencies throughout the residence.		
14	The residence has a supply of first-aid materials available for use that includes, at a minimum: band aids, antiseptic, gauze, tape, and a thermometer.		

**7.07 Admission**

(Rev. 4/1/17)

Each Community Living Arrangement provides room, meals and services that are commensurate with the needs of the individuals.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.13, 290-9-37-.14, 290-9-37-.16, 290-9-37-.17, and 290-9-37-.19

#	Criteria	Deficient Practice	Effect / Outcome
1	The CLA administrator/designee conducts a complete review of all medical, physical, behavioral, and social health documentation as part of the personal interview process. If the individual is not currently enrolled in another DBHDD-funded service, or if documentation is not available, an appropriate health care professional conducts an assessment of the individual to assist the administrator or designee in determining if the CLA can meet the individual's needs.		

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2	The CLA administrator conducts an interview with the individual requesting services and, as authorized by the individual, the individual's legally authorized representative or legal guardian, if any, to ascertain that the residence can meet the individual's needs.		
3	The results of a satisfactory screening for tuberculosis of the individual by a health care professional or licensed practical nurse authorized by law dated within 12 months prior to the date of admission are documented in the individual's file prior to admission.		
4	A written admission agreement is entered into between the governing body and the individual. The agreement is signed by a representative of the CLA, the individual, and the individual's legally authorized representative or legal guardian, if any, and contains the following: (1) a statement of all services to be delivered, all associated fees or charges and how fees or charges are assessed; (2) a statement that the individual and his/her representative or legal guardian, if any, are informed, in writing, at least 60 days prior to changes in charges or services; (3) a statement of the CLA's refund policy when an individual is transferred, is discharged, or dies; (4) a statement about the responsibility assumed, if any, by the CLA for the individual's valuables and other personal belongings; and, (5) a copy of expectations regarding cooperative living, which include, but not be limited to, a statement about sharing of common space and other resources, expectations regarding the use of tobacco and alcohol, and explanation regarding items, if any, prohibited by the CLA.		

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5	Prior to the execution of the admissions agreement, the individual has an opportunity to read the agreement. In the event that the individual is unable to read the agreement, the administrator or site manager takes special steps to ensure communication of its contents to the individual. The individual and his/her representative or legal guardian, if any, is each given a photocopy of the signed agreement. A photocopy is retained in the file of the individual.		
6	Each individual who does not have a legal guardian with authority to admit, transfer, or discharge may choose to discharge or transfer himself or herself upon notification to the residence in conformance with the residence's policies and procedures.		
7	The CLA does not provide services to individuals whose services are not authorized and reimbursed, in whole or in part, by DBHDD.		

**7.08 CLA Services**

**(Eff. 4/1/17)**

Each Community Living Arrangement provides room, meals and services that are commensurate with the needs of the individuals.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.13, 290-9-37-.14, 290-9-37-.16, 290-9-37-.17, and 290-9-37-.19

#	Criteria	Deficient Practice	Effect / Outcome
1	Personal hygiene assistance is given to those individuals who are unable to keep themselves neat and clean.		
2	The CLA administrator/designee teaches each individual the techniques of "Standard Precautions," as appropriate to the individual's ability, or supports each individual in the performance of the techniques of "Standard Precautions," including washing his/her hands thoroughly after toileting, sneezing, or any other activity during which the individual's hands may become contaminated.		

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3	Each CLA offers a range of social, recreational, and educational activities as required to meet the needs and preferences of each individual.		
4	The routine of the CLA is such that an individual may spend the majority of his/her non-sleeping hours out of the bedroom if he/she so chooses.		
5	Each individual has access to a telephone to make and receive personal calls, the phone number of which is made available to the individual and his/her representative or legal guardian, if any. The individual also has the right to have a private telephone, at the expense of the individual. Telephones are placed in areas to ensure privacy, without denying accessibility, and accessible at all times for emergency use by staff.		
6	Each individual has the right to use, keep, and control his/her own personal property and possessions in the immediate living quarters, except to the extent as use of his/her property would interfere with the safety or health of other individuals. Each individual has the right to reasonable safeguards for the protection and security of his/her personal property and possessions brought into the CLA.		

**7.09 Individual Records and Information**

(Rev. 4/1/17)

Information about the individual maintained within the residence is sufficient to allow staff to respond to individuals' emergencies.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.14 and 290-9-37-.18

#	Criteria	Deficient Practice	Effect / Outcome
1	Information maintained within the residence is sufficient in order to allow staff to respond to individuals' emergencies.		

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<i>Information maintained within the residence includes, at a minimum:</i>			
2	Identifying information including name, social security number, and date of birth		
3	Name, address, and telephone number of next of kin, representative or legal guardian, if any, or representative payee and any court order or written document designating the representative or legal guardian, if any, of the individual		
4	The name, address, and telephone number of the individual's physician, hospital and pharmacy of choice		
5	A record of all monies and other valuables entrusted to the residence for safekeeping. A receipt for same is provided to the individual or his/her representative or legal guardian, if any, at the time of admission and at any time thereafter when the individual acquires additional property and wishes to entrust such property to the residence for safekeeping		
6	An inventory of or system for marking and identifying all personal items brought to the residence by the individuals. The inventory may be updated upon request at any time. Such inventory or marking requirement may be waived by the individual or his/her legally authorized representative or legal guardian, if any		
7	A summary of any incident, accident, or adverse change in the condition of the individual, including follow-up and notifications		

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