

#14-540-(87)

**Kroh, Karen**

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**From:** Mochon, Julie  
**Sent:** Monday, December 19, 2016 8:32 AM  
**To:** Kroh, Karen  
**Subject:** Fw: ODP Funding and Licensing Regs  
**Attachments:** Regulations Workgroup Comments - Chapter 6100 - 12 6 2016 by Marcy Collins .docx;  
Regulations Workgroup Comments - Chapter 6400 - 12 6 2016 Marcy Collins .docx

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**From:** Collins, Marcy <[CollinsMa@FSWP.org](mailto:CollinsMa@FSWP.org)>  
**Sent:** Friday, December 16, 2016 2:05 PM  
**To:** Mochon, Julie  
**Cc:** Stennett, William  
**Subject:** ODP Funding and Licensing Regs

Julie

Here is my comments on the areas of concern for the Chapter 6100 and 6400

Thanks a Bunch  
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## Collins-GENERAL PROVISIONS

### § 6100.1. Purpose.

(a) ~~The purpose of this chapter is to specify the program and operational requirements for applicants and providers of HCBS and supports to individuals provided through base funding.~~ This chapter governs the provision of and payment for Home and Community Based Services (HCBS) and base-funded services to individuals with an intellectual disability or autism.

(b) This chapter supports each individuals with an intellectual disability or autism to achieve an Everyday Life, consistent with the value statements originally published by the Department in 1991 and updated in 2016, ~~greater independence, choice and opportunity in their lives~~ through the effective and efficient delivery of HCBS and ~~supports~~ services to individuals ~~provided~~

#### Discussion 6100.1:

Language must be consistent with the CMS Community Rule for Home and Community Based Services (HCBS). CMS uses the term “services.” The proposed regulations use the term “supports.” Services indicates a contractual agreement for payment, while supports could be and often are unpaid.

~~through base funding.~~

### § 6100.2. Applicability.

(a) This chapter applies to HCBS provided through waiver programs approved under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) for individuals with an intellectual disability or autism.

(b) This chapter applies to ~~State plan~~ HCBS ~~for~~ provided to individuals with an intellectual disability or autism as authorized under the approved Medical Assistance Program’s State Plan. In the event of a conflict between the regulations set out in this Chapter and related but separate licensing regulations, the licensing regulations apply and supersede this Chapter.

(c) This chapter applies to intellectual disability programs, staffing and individual supports that are funded exclusively by grants to counties under the Mental Health and Intellectual Disability Act of 1966 (50 P.S. §§ 4101—4704) or Article XIV-B of the Human Services Code (62 P.S. §§ 1401-B—1410-B).

(d) This chapter does not apply to the following:

(1) Intermediate care facilities licensed in accordance with Chapter 6600 (relating to intermediate care facilities for individuals with an intellectual disability), except as provided under § 6100.447(d) (relating to facility characteristics relating to location of facility).

(2) Hospitals licensed in accordance with 28 Pa. Code Chapters 101—158 (relating to general and special hospitals).

(3) Nursing facilities licensed in accordance with 28 Pa. Code Chapters 201—211 (relating to long-term care facilities).

(4) Personal care homes licensed in accordance with Chapter 2600 (relating to personal care homes).

(5) Assisted living residences licensed in accordance with Chapter 2800 (relating to assisted living residences).

(6) Mental health facilities licensed in accordance with Chapters 5200, 5210, 5221, 5230, 5300 and 5320.

(7) Privately-funded programs, supports services and placements.

(8) Placements by other states into this Commonwealth.

(9) A vendor fiscal employer agent model for an individual-directed financial management service.

(10) The adult community autism program that is funded and provided in accordance with the Federally-approved 1915(a) waiver program.

(11) Schools that provide education to students with disabilities such as licensed private schools and approved private schools and other special education programs under the jurisdiction of the Pennsylvania Department of Education.

(12) Child Welfare and/or Managed Care funded placements.

(13) Child Residential and Day Treatment facilities licensed under chapter 3800.

(14) Targeted Supports Management (TSM) Providers.

(15) Summer Camp Programs

### **§ 6100.3. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:



*Adult Autism Waiver* - An HCBS Federal waiver program approved under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) and designed to provide community-based supports to meet the specific needs of adults with autism spectrum disorders

*Agency with choice (AWC)* - A type of individual-directed, financial management service in which the agency is the common law employer and the individual or his representative is the managing employer.

*Allowable cost*—Expenses considered reasonable, necessary and related to the support provided.

*Aversive Conditioning* - The application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

*Autism spectrum disorder (ASD)* - A developmental disorder defined and diagnosed in accordance with criteria established in the Diagnostic and Statistical Manual latest edition in effect at time of diagnosis.

~~*Base funded support*—A support funded exclusively by a grant to a county under the Mental Health and Intellectual Disability Act of 1966 (50 P.S. §§ 4101—4704) or Article XIV-B of the Human Services Code (62 P.S. §§ 1401-B—1410-B).~~

*Base-funding only service* - A State-only funded county program support provided through the county program to either an individual who is not eligible for an HCBS or for a support that is not eligible as an HCBS.

Base-funded services: A service funded exclusively by a grant to a county under the Mental Health and Intellectual Disability Act of 1966 or Article XIV-B of the Human Services Code.

*Based-funded support coordination* - A program designed to provide community-based support to locate, coordinate and monitor needed support for individuals who receive support through base-funding.

*Chemical restraint* - Use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug prescribed by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as treatment prior to or following a medical or dental examination or treatment.

*Conflict of interest* - A situation in which a provider or provider staff can derive a personal benefit from actions or decisions made in the delivery of HCBS.

~~*Corrective action plan*—A document that specifies the following:~~

- ~~—(i) Action steps to be taken to achieve and sustain compliance.~~
- ~~—(ii) The time frame by which corrections will be made.~~

~~—(iii) The person responsible for taking the action step.~~

~~—(iv) The person responsible for monitoring compliance with the corrective action plan.~~

*Corrective action plan* - a document prepared by a provider following a written determination by the Department of non-compliance with a provision(s) of this Chapter. The plan establishes timelines, person(s) responsible for the implementation and monitoring of corrective action steps.

*Cost Report* - A data collection tool utilized by the Department to collect expense and utilization information from a provider that may include supplemental schedules or addenda as reasonably may be requested by the Department.

*Dangerous behavior* – A decision, behavior or action by an individual that creates or is highly likely to result in harm or to place the individual and/or other persons at risk of harm.

*Department*—The Department of Human Services of the Commonwealth.

~~—Designated managing entity—An entity that enters into an agreement with the Department to perform administrative functions delegated by the Department, as the Department's designee. For base funding, this includes the county mental health and intellectual disability program.~~

*Designated managing entity* - An entity that enters into an agreement with the Department to perform, as the Department's designee, administrative functions delegated by the Department. For base-funding, this includes the county mental health and intellectual disability program.

*Dignity of risk* - Respecting an individual's expression of self-determination, even when it may adversely impact his/her health, safety, or well-being.

*Eligible cost*—Expenses related to the specific procedure codes for which the Department receives Federal funding.

*Exclusion* – when an individual voluntarily or willingly removes himself/herself from his/her immediate environment and places himself/herself alone in a room or an area.

~~—Family—A natural person that the individual considers to be part of his core family unit.~~

*Family*—the person or people who are related to or determined by the individual as family

*Financial management service* - An entity that fulfills specific employer or employer agent responsibilities for a participant that has elected to self-direct some or all of their HCBS.

*Fixed asset*—A major item, excluding real estate, which is expected to have a useful life of more than 1 year or that can be used repeatedly without materially changing or impairing its physical condition through normal repairs, maintenance or replacement of components.

*HCBS—Home and community-based support*—An activity, service, assistance or product provided to an individual that is funded through a Federally-approved waiver program or the Medical Assistance State Plan.

*Incident* - A situation or occurrence that has a high likelihood of a negative impact on an individual.

*Individual*—A ~~woman, man~~ adult or child who receives a home and community-based intellectual disability or autism support or base-funded support services.

*Lead designated managing entity* - The designated managing entity identified as the sole entity engaging in monitoring activity, audits, and conducting provider monitoring for a provider.

*Mechanical restraint* - A device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints. A mechanical restraint does not include:

(i) A device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.

(ii) A device prescribed by a health care practitioner to protect the individual in the event of a seizure.

*Natural support*—~~An activity or assistance that is provided voluntarily to the individual instead of a reimbursed support.~~ An activity or assistance that is provided by family, friends, or other community members without expectation of payment

*Non-conformity* - Failure to conform to or meet the expectations outlined within this chapter.

*OVR*—The Department of Labor and Industry's Office of Vocational Rehabilitation.

*PSP*—~~Person-centered support plan.~~ Person-Centered Support Plan (PSP): The comprehensive plan for each participant individual that is developed using a person-centered process and includes HCBS, risks and mitigation of risks, and individual outcomes for a participant.

*Physical restraint* - A physical (manual) hands-on technique that lasts longer than 30 consecutive seconds and restricts, immobilizes, or reduces an individual's ability to move his/her arms, legs, head, or other body parts freely.

*Positive interventions* - actions or activities intended to prevent, modify, decrease or eliminate challenging behaviors. These interventions or positive behavior supports include, but are not limited to: environmental adaptations or modifications, identifying and addressing physical and behavioral health symptoms, voluntary physical exercise, health and wellness practices,

redirection, praise, modeling, conflict resolution, trauma informed care, de-escalation, and reinforcing desired behavior (contingent and non-contingent rewards).

*Pressure point techniques* - The application of pain for the purpose of achieving compliance. This technique does not include utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

*Provider*—~~The person, entity or agency organization that is contracted or authorized to deliver the support to the individual services.~~ The person, entity or organization that is authorized to deliver services under the Medical Assistance Program.

*Provider Applicant*—An entity that is in the process of enrolling in the Medical Assistance program as a provider of HCBS.

*Remediation action plan* - A document that establishes expectations and action steps to remediate areas identified that are nonconforming with this chapter. The plan establishes timelines, person(s) responsible for the implementation and monitoring of the action steps.

*Restraint*—A physical, chemical or mechanical intervention used to control acute, episodic behavior that restricts the movement or function of the individual or a portion of the individual's body, including an intervention approved as part of the PSP or used on an emergency basis.

*Seclusion* - Involuntary confinement of an individual in a room or area from which the individual is physically prevented from leaving.

*Service* - An activity, assistance or product provided to an individual that is funded through a federally approved waiver program, the State plan, or base funding. A service includes HCBS, supports coordination, targeted support management, agency with choice, an organized health care delivery system, vendor goods and services, base-funding service, unless specifically exempted otherwise within this chapter.

*SSI*—Supplemental security income.

*State plan*—The Commonwealth's approved Title XIX State Plan.

*Support*—An activity, service, assistance or product provided to an individual that is provided through a Federally-approved waiver program, the State plan or base-funding. A support includes an HCBS, support coordination, TSM, agency with choice, organized health care delivery system, vendor goods and services, and base-funding support, unless specifically exempted in this chapter.

*Support coordination* - an HCBS Federal waiver program under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) designed to provide community-based support to locate, coordinate and monitor needed HCBS and other support for individuals.

~~*Vacancy factor*—An adjustment to the full capacity rate to account for days when the *residential habilitation provider* cannot bill due to an individual not receiving supports.~~

*Vendor* - A directly-enrolled provider that sells goods or services to the general public, as well as to an HCBS program.

~~*Voluntary Exclusion*—The voluntary or willing removal of an individual from the immediate environment where the individual goes alone to another room or area.~~

*Volunteer* - A person who works without compensation and under the supervision of an

authorized provider or family member alone with an individual in the performance of a service

## GENERAL REQUIREMENTS

### § 6100.41. Appeals.

Appeals related to the provisions of this chapter shall may be made filed in accordance with 55

Pa Code Chapter 41 (relating to Medical Assistance provider appeal procedures).

### § 6100.42. ~~Monitoring compliance~~ Review of Provider Performance

~~—(a) The Department and the designated managing entity may monitor compliance with this chapter at any time through an audit, provider monitoring or other monitoring method.~~

(a) The Department and the Lead Designated Managing Entity may review provider compliance with the provisions this Chapter as set forth in this section. When services are provided across multiple counties or individual services are managed through multiple counties by various Designated Managing Entities, one Designated Managing Entity will perform a provider performance review.

~~—(b) The provider's policies, procedures, records and invoices may be reviewed, and the provider may be required to provide an explanation of its policies, procedures, records and invoices, related to compliance with this chapter or applicable Federal or State statutes and regulations, during an audit, provider monitoring or other monitoring method.~~

~~—(c) The provider shall cooperate with the Department and the designated managing entity and provide the requested compliance documentation in the format required by the Department prior to, during and following an audit, provider monitoring or other monitoring method.~~

(b) The provider review process will consist of the review of a provider's policies, procedures, and records (including invoices for applicable services) related to compliance with this Chapter.

~~—(d) The provider shall cooperate with authorized Federal and State regulatory agencies and provide the requested compliance documentation in the format required by the regulatory agencies.~~

~~—(e) The provider shall complete a corrective action plan for a violation or an alleged violation non-compliance of this chapter in the time frame required by the Department.~~

(c) A provider will complete a corrective action plan for non-compliance or alleged non-compliance with this Chapter on a form specified by the Department within 20 days of receipt of a written notice of a deficiency finding.

~~—(f) The provider shall complete the corrective action plan on a form specified by the Department.~~

~~—(g)~~ (e) The Department or the designated managing entity, after and in consultation with the provider, may issue a directed corrective action plan to direct the provider to complete a specified course of action to correct address a violation non-compliance or alleged violation of this chapter. A directed action plan is not considered a routine action and will be authorized only upon a written justification by the Department or managing entity of the need for the plan. The terms of the plan must demonstrate the need for the particular corrective action(s) and must identify the cost to the provider to implement the plan.

~~—(h) The directed corrective action plan in subsection (g) may include the following:~~

~~—(1) The acquisition and completion of an educational program, in addition to that required under §§ 6100.141—6100.144 (relating to training);~~

~~—(2) Technical consultation.~~

~~—(3) Monitoring.~~

~~—(4) Audit.~~

~~—(5) Oversight by an appropriate agency.~~

~~—(6) Another appropriate course of action to correct the violation.~~

~~—(i) The directed corrective action plan shall be completed by the provider at the provider's expense and is not eligible for reimbursement from the Department.~~

~~—(j) (f) The A provider shall~~ must comply with the corrective action plan and or directed corrective action plan as approved by the Department or the designated managing entity.

(k) (e) The provider ~~shall keep~~ will maintain documentation relating to ~~an audit, provider monitoring or other monitoring method, including supporting compliance documents~~ its implementation of a corrective action plan or directed corrective action plan.

Discussion 6100.42: Review of provider performance is customary but likewise requires adherence by oversight entities to their duty to work in cooperation with a provider. The tone and text in this section and elsewhere evinces a perspective that tends to focus on imposition of penalties as opposed to developing and implementing appropriate remedial actions when necessary.

#### **§ 6100.43. Regulatory ~~waiver~~ Exceptions.**

(a) A provider may submit a request for an ~~waiver~~ exception of a section, subsection, paragraph or subparagraph of this chapter, ~~except for the following:~~

~~—(1) Sections 6100.1—6100.3 (relating to general provisions).~~

~~—(2) Sections 6100.41—6100.55 (relating to general requirements).~~

~~—(3) Sections 6100.181—6100.186 (relating to individual rights).~~

~~—(4) Sections 6100.341—6100.345 (relating to positive intervention).~~

(b) ~~The waiver~~ An exception ~~shall~~ will be submitted on a form specified by the Department.

(c) The Department will respond to a provider request for an exception within 15 calendar days of the receipt of the exception request. If the Department does not respond within 15 calendar days, the exception will be automatically approved and should be added to the PSP. If the Department disapproves the exception request, it must provide written explanation for the determination.

(e d) The Secretary of the Department or the Secretary's designee ~~may~~ will grant an ~~waiver~~ exception if the following conditions are met:

(1) The individual and individual's team have fully reviewed and documented the benefits and risks associated with the proposed exception. Benefits that may result from granting the exception may include increased person-centeredness, integration, independence, safety, choice or community opportunities for an individual or a group of individuals.

~~—(2) An individual or group of individuals benefit from the granting of the waiver exception through increased person-centeredness, integration, independence, choice or community opportunities for individuals.~~

~~—(3) There is not a violation of the Department's Federally approved waivers exceptions and waiver exception amendments, or the State plan, as applicable.~~

~~—(4) Additional conditions deemed appropriate by the Department.~~

~~(d e) The Department will specify an effective date and an expiration date for a waiver that is granted. Following approval by the Department, the exception will automatically renew annually as part of the PSP review and approval process if no circumstances have changed that require modification to or removal of the exception.~~

~~—(e f) At least 45 days prior to the submission of a request for a waiver exception the provider shall provide a written copy of the waiver exception request to the affected individuals, and to persons designated by the individuals, allowing at least 20 days for review and comment to the provider, the designated managing entity and the Department.~~

~~—(f) If the request for an waiver exception involves the immediate protection of an individual's health and safety, the provider shall provide a written copy of the waiver exception request to the affected individuals, and to persons designated by the individuals, at least 24 hours prior to the submission of the request for a waiver exception, allowing at least 20 hours for review and comment to the provider, the designated managing entity and the Department.~~

~~(g)(f) The provider shall will discuss and explain the request for an waiver exception with the affected individual, the outcome of the request with the affected individual(s). As necessary, modification will be made to the individuals PSP as a result of the approval of an exception request. and with persons designated by the individuals.~~

~~—(h) The request for an waiver exception submitted to the Department must include copies of comments received by the individuals and by persons designated by the individuals.~~

~~—(i) The provider shall notify the affected individuals, and persons designated by the individuals, of the Department's waiver exception decision.~~

~~—(j) The provider shall submit a request for the renewal of an waiver exception at least 60 days prior to the expiration of the waiver exception.~~

~~—(k) A request for the renewal of a waiver exception shall follow the procedures in subsections (a) —(j).~~



~~—(1) The provider shall notify an individual not previously notified under this section of an existing waiver exception that affects the individual.~~

<b>Discussion:</b>
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**§ 6100.44. Innovation project.**

(a) A provider may submit a proposal to the Department to ~~demonstrate~~ implement an innovative project ~~on a temporary basis.~~

(b) The innovation project proposal must include the following elements:

(1) A comprehensive description of how the innovation encourages best practice and promotes the mission, vision and values of person-centeredness, integration, independence, choice and community opportunities for individuals and impact on consumers.

~~—(2) A description of the positive impact on the quality of life including the impact on individual choice, independence and person-centeredness.~~

(3)(2) A discussion of alternate health and safety protections, if applicable.

(4)(3) The number of individuals included in the innovation project.

(5)(4) The geographic location of the innovation project.

(6)(5) The proposed beginning and end date for the innovation project.

(7)(6) The name, title and qualifications of the manager who will oversee and monitor the innovation project.

(8)(7) A description of the advisory committee ~~who that will advise the innovation project~~ will be involved in designing and evaluating the success of the innovation project.

~~—(9) A description of how individuals will be involved in designing and evaluating the success of the innovation project.~~

(10) (8) The community partners (if any) who will be involved in implementing the innovation project.

(11) (9) A request for a waiver form as specified in § 6100.43 (relating to regulatory waiver), if applicable.

(12) (10) Proposed changes to supports.

(13)(11) A detailed budget for the innovation project.

(14) (12) A description of who will have access to information on the innovation project.

(15) (13) The impact on living wage initiatives for direct support professionals, if applicable.

(c) The innovation project must comply with the Department's Federally-approved waivers and waiver amendments, or the State plan, as applicable.

(d) The Deputy Secretary for the Office of Developmental Programs of the Department will review a proposal for an innovation project in accordance with the following criteria:

(1) The effect on an individual's health, safety and well-being.

(2) The benefit from the innovation project to an individual or group of individuals by providing increased person-centeredness, integration, independence, choice and community opportunities for individuals.

(3) Compliance with the Department's Federally-approved waivers and waiver amendments, or the State plan, as applicable.

~~—(4) The soundness and viability of the proposed budget.~~

~~—(5) Additional criteria the Department deems relevant to its review, funding or oversight of the specific innovation project proposal.~~

(e) If the innovation project proposal is approved by the Deputy, the provider shall will be subject to the fiscal procedures, reporting, monitoring and oversight as directed by the Department pursuant to this Chapter.

(f) The provider shall submit a comprehensive annual report to the Department, to be made available to the public, at the Department's discretion.

(g) The annual report must include the following:

(1) The impact on the quality of life outcomes for individuals.

(2) Budget.

(3) Costs.

(4) Cost benefit analysis.

(5) Other relevant data, evaluation and analysis.

(h) The Department may expand, renew or continue an innovation project, or a portion of the project, upon request and a determination that the project is compliant with terms of this

Discussion 6100.

subsection at its discretion.

#### **§ 6100.45. Quality management.**

~~—(a) The provider shall develop and implement a quality management plan on a form specified by the Department.~~

~~—(b) The provider shall conduct a review of performance data in the following areas to evaluate progress and identify areas for performance improvement:~~

~~—(1) Progress in meeting the desired outcomes of the PSP.~~

~~—(2) Incident management, to encompass a trend analysis of the incident data including the reporting, investigation, suspected causes and corrective action taken in response to incidents.~~

~~—(3) Performance in accordance with 42 CFR 441.302 (relating to state assurances).~~

~~—(4) Grievances, to encompass a trend analysis of the grievance data.~~

~~—(5) Individual and family satisfaction survey results and informal comments by individuals, families and others.~~

~~—(6) An analysis of the successful learning and application of training in relation to established core competencies.~~

~~—(7) Staff satisfaction survey results and suggestions for improvement.~~

~~—(8) Turnover rates by position and suspected causes.~~

~~—(9) Licensing and monitoring reports.~~

~~—(c) The quality management plan must identify the plans for systemic improvement and measures to evaluate the success of the plan.~~

~~—(d) The provider shall review and document progress on the quality management plan quarterly.~~

~~—(e) The provider shall analyze and revise the quality management plan every 2 years.~~

A provider will implement an evidenced based, quality improvement strategy that includes continuous improvement process, monitoring, remediation, measurement performance and experience of care.

(a) When developing a quality improvement strategy, a provider must take into account the following:

(1) The provider's performance data and available reports in Department's information reporting system.

(2) The results from provider monitoring and SCO monitoring.

(3) The results of licensing and provider monitoring.

(4) Incident management data, including data on incident target(s), repeated or serious incidents, root cause analyses, and quarterly review of incidents.

(5) Results of satisfaction surveys and reviews of grievances.

(b) The provider will include the following tasks as part of its quality improvement strategy:

(1) Goals that measure individual outcomes, experience, and quality of care associated with the receipt of HCBS and related to the implementation of PSP. Absent criteria established by the U.S. Health and Human Services Secretary, providers will establish goals based on identified need within their programs.

(2) Target objectives that support each identified goal.

(3) Performance measures the provider will use to evaluate progress.

(4) The person responsible for the quality improvement strategy and structure supporting this implementation.

(5) Actions to be taken to meet the target objectives.

(e) A provider must review progress on the quality improvement strategy and update at least every 2 years.

(f) A provider will maintain a written copy of the quality improvement strategy to be available for the Department to review as part of provider monitoring.

(g) This section does not apply to an SSW provider and to a provider of HCBS in the Adult

Discussion 6100.45:
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Autism Waiver.”

**§ 6100.46. Protective services.**

(a) Abuse, suspected abuse and alleged abuse of an individual, regardless of the alleged location or alleged perpetrator of the abuse, shall be reported and managed in accordance with the following:

(1) The Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable regulations.

(2) 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law) and applicable regulations.

(3) The Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102) and applicable regulations.

(b) If there is an incident of abuse, suspected abuse or alleged abuse of an individual involving a staff person, consultant, intern or volunteer, the staff person, consultant, intern or volunteer may not have direct contact with an individual until the abuse investigation is concluded and the investigating agency has confirmed that no abuse occurred or the agency declines to investigate.

(c) In addition to the reporting required under subsection (a), the provider shall immediately report the abuse, suspected abuse or alleged abuse to the following:

(1) The individual.

(2) Persons designated by the individual.

(3) The Department.

(4) The designated managing entity.

Discussion 6100. Better clarification on when report who will handle the specific investigative response.

(5) The county government office responsible for the intellectual disability program.

**§ 6100.47. Criminal history checks.**

(a) Criminal history checks ~~shall~~ will be completed for the following persons:

- (1) Full-time and part-time staff persons in any staff position.
- (2) Support coordinators, targeted support managers and base-funding support managers.

(b) Criminal history checks ~~shall~~ will be completed for the following persons who provide a support included in the PSP:

- (1) Household members who have direct contact with an individual.
- (2) Life sharers.
- (3) Consultants.
- (4) Paid or unpaid interns.
- (5) Volunteers.

(c) Criminal history checks as specified in subsections (a) and (b) shall be completed in accordance with the following:

(1) The Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102) and applicable regulations.

(2) 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law) and applicable regulations.

(d) This section does not apply to natural supports.

Discussion 6100.
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**§ 6100.48. Funding, hiring, retention and utilization.**

(a) Funding, hiring, retention and utilization of persons who provide reimbursed support shall be in accordance with the applicable provisions of the Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102), 6 Pa. Code Chapter 15 (relating to protective services for older adults), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law) and Chapter 3490 (relating to protective services). This subsection applies to the following:

- (1) Household members who have direct contact with an individual.
- (2) Full-time and part-time staff persons in any staff position.

- (3) Life sharers.
- (4) Consultants.
- (5) Paid or unpaid interns.
- (6) Volunteers.
- (7) Support coordinators, targeted support managers and base-funding support coordinators.

Discussion 6100.

- (b) Subsection (a) does not apply to natural supports.

**§ 6100.49. Child abuse history certification.**

A child abuse history certification shall be completed in accordance with 23 Pa.C.S. §§

Discussion 6100.

6301—6386 (relating to Child Protective Services Law) and applicable regulations.

**§ 6100.50. Communication.**

(a) Written, oral and other forms of communication with the individual, and persons designated by the individual, shall will occur in a language and means of communication as best and to the extent understood by the individual or a person designated by the individual.

- (b) The individual shall be provided with the assistive technology necessary to effectively

Discussion 6100.

communicate.

**§ 6100.51. Grievances.**

- (a) The provider shall will develop procedures to receive, document and manage grievances.
- (b) The provider shall will inform the individual, and persons designated by the individual, upon initial entry into the provider's program and annually thereafter of the right to file a grievance and the procedure for filing a grievance.
- (c) The provider shall will permit and respond to oral and written grievances from any source, including an anonymous source, regarding the delivery of a support.
- (d) The provider shall will assure that there is no retaliation or threat of intimidation relating to the filing or investigation of grievances.
- (e) If an individual indicates the desire to file a grievance in writing, the provider shall will offer and provide assistance to the individual to prepare and submit the written grievance.
- (f) The providers shall will document and manage grievances, including repeated grievances.
- (g) The provider shall will document the following information for each grievance, including oral, written and anonymous grievances, from any source:
  - (1) The name, position, telephone, e-mail address and mailing address of the initiator of the grievance, if known.
  - (2) The date and time the grievance was received.
  - (3) The date of the occurrence, if applicable.
  - (4) The nature of the grievance.
  - (5) The provider's investigation process and findings relating to the grievance.
  - (6) The provider's actions to investigate and resolve the grievance, if applicable.
  - (7) The date the grievance was resolved.
  - (h) The grievance shall be resolved within 21 days from the date the grievance was received.
  - (i) The initiator of the grievance shall be provided a written notice of the resolution or findings within 30 days from the date the grievance was received.

Discussion 6100.

**~~§ 6100.52. Rights team.~~**



~~—(a) The provider shall have a rights team. The provider may use a county mental health and intellectual disability program rights team that meets the requirements of this section.~~

~~—(b) The role of the rights team is to:~~

~~—(1) Review each incident, alleged incident and suspected incident of a violation of individual rights as specified in §§ 6100.181—6100.186 (relating to individual rights).~~

~~—(2) Review each use of a restraint as defined in §§ 6100.341—6100.345 (relating to positive intervention) to:~~

~~—(i) Analyze systemic concerns.~~

~~—(ii) Design positive supports as an alternative to the use of a restraint.~~

~~—(iii) Discover and resolve the reason for an individual's behavior.~~

~~—(c) Members of the rights team shall include the affected individual, persons designated by the individual, a family member or an advocate appointed by the designated managing entity if the individual is unable to speak for himself, the individual's support coordinator or targeted support manager, a representative from the designated managing entity and a provider representative.~~

~~—(d) Members of the rights team shall be comprised of a majority who do not provide direct support to the individual.~~

~~—(e) If a restraint was used, the individual's health care practitioner shall be consulted.~~

~~—(f) The rights team shall meet at least once every 3 months.~~

~~—(g) The rights team shall report its recommendations to the affected PSP team.~~

~~—(h) The provider shall document the rights team meetings and the decisions made at the meetings.~~

**Discussion 6100.52:**

Respecting the rights and choices of individuals, and associated licensing regulation. We believe that the values represented in Everyday Lives are the core elements of encouraging increased individual participation in community, and exercising their choice, control, and rights.

Not address choice of operation of providers, including families. Where the Department stated an intended goal to streamline processes and eliminate duplication, this accomplishes neither. In addition, it does not appear that any gaps in the current system exist that the addition of this

new and additional expectation will fill.

The concept of evaluating the potential and actual violation of rights is absolutely a necessity, and one that is already appropriately covered in the Incident Management process which includes a thorough investigation by an investigator who has been certified in the Department-approved training. As part of the already well-established and robust Incident Management system, all allegations of rights violations must be investigated. If a violation of rights is confirmed, the process already has established corrective action expectations. The proposed regulatory change in this chapter propose to enhance those expectations, and role of the PSP team as necessary, even further. PAR supports the clear expectations already in existence to thoroughly address any rights violations and does believe that the additional administrative expectation and associated costs are unnecessary, inefficient and uneconomical.

According to the regulations, the “rights team” is to meet every three months, regardless of whether any actual rights violations. This simply adds an expectation that it occur every three months, adding unnecessary cost to the system and an additional administrative task.

A second stated purpose of the “rights team” is to review any and all uses of restraint through the full convening of the rights team, including the use of techniques which are used for emergency scenarios in dangerous situation, and even part of a PSP.

In associated licensing regulations, a long-standing and well-established process exists for the oversight and appropriate management for the use of any restrictive procedures, including restraint. The regulations have already established the “Restrictive Procedures Committee” and restrictive procedures process which is tasked with the same basic functions of the newly created team. By replacing a currently existing and appropriately operation expectation, unnecessary costs are added to the system. It is entirely unclear why the creation of a new “rights team” is necessary or adds any value to the actual protection of individuals’ rights, but rather only would add cost and administration burden.

#### **§ 6100.53. Conflict of interest.**

(a) The provider shall develop a conflict of interest policy that is reviewed and approved by the provider's full governing board.

(b) The provider shall comply with the provider's conflict of interest policy.

(c) An individual or a friend or family member of an individual may serve on the governing board.

#### **§ 6100.54. Recordkeeping.**

(a) The provider ~~shall keep~~ will maintain individual records confidential and in a secure location.

(b) The provider may not make individual records accessible to anyone other than the Department, the designated managing entity, and the support coordinator, targeted support manager or base-funded support coordinator without the written consent of the individual, or persons designated by the individual.

(c) Records, documents, information and financial books as required under this chapter ~~shall~~ will be ~~kept~~ maintained by the provider in accordance with the following:

(1) For at least 4 years from the Commonwealth's fiscal year-end or 4 years from the provider's fiscal year-end, whichever is later.

(2) Until any audit or litigation is resolved involving specific records.

~~—(3) In accordance with Federal and State statutes and regulations.~~

~~—(d) If a program is completely or partially terminated, the records relating to the terminated program shall be kept for at least 5 years from the date of termination.~~

#### **§ 6100.55. Reserved capacity.**

An individual has the right to return to the individual's residential habilitation location following hospital or therapeutic leave in accordance with reserved capacity timelines specified

Discussion 6100.55
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in the Department's Federally-approved waivers and waiver amendments.

### **ENROLLMENT**

#### **§ 6100.81. HCBS provider requirements.**

~~—(a) The provider shall be qualified by the Department for each HCBS the provider intends to provide, prior to providing the HCBS.~~

(a) New HCBS providers must complete and submit the following completed documents and verifications to the Department.

- (1) A provider enrollment application, on a form specified by the Department.
- (2) A medical assistance provider agreement, on a form specified by the Department.
- (3) A home and community-based waiver provider agreement, on a form specified by the Department.
- (4) Verification of compliance with § 6100.81(2) (relating to pre-enrollment provider qualifications).
- (5) Verification of compliance with § 6100.476 (related to criminal history background checks).
- (6) Documents required in accordance with the Patient Protection and Affordable Care Act (Pub. L. No. 111-148).
- (7) Verification of successful completion of the Department's pre-enrollment provider training as specified in § 6100.142 (related to pre-enrollment training).
- (8) Monitoring documentation

~~—(b) Prior to enrolling as a provider of HCBS, and on an ongoing basis following provider enrollment, the applicant or provider shall comply with the following:~~

(b) Existing HCBS providers must complete and submit all of the above in (a) and below:

~~—(1) Chapter 1101 (relating to general provisions).~~

~~—(2) The Department's monitoring documentation requirements as specified in § 6100.42 (relating to monitoring compliance).~~

~~—(3) The Department's pre-enrollment provider training.~~

~~—(4) Applicable licensure regulations, including Chapters 2380, 2390, 3800, 5310, 6400, 6500 and 6600, Department of Health licensure regulations in 28 Pa. Code Chapters 51, 601 and 611 (relating to general information; home health care agencies; and home care agencies and home care registries) and any other applicable licensure regulations.~~

(1) Copies of current licenses, if applicable, as specified in § 6100.81(2) (relating to provider qualifications).

(2) Verification of compliance with § 6100.46 (related to criminal history background checks).

(3) Prior to applying for participation in the HCBS program, the applicant shall complete the Department's pre-enrollment provider training.

~~—(c) Evidence of compliance with applicable licensure regulations in subsection (b)(4) is the possession of a valid regular license issued by the Department or the Department of Health.~~

~~—(1) If the applicant possesses a provisional license for the specific HCBS for which the applicant is applying, the applicant is prohibited from enrolling in the HCBS program for that specific HCBS.~~

~~—(2) This subsection does not prohibit a provider that possesses a provisional license from continuing participation in the HCBS program once a provider is enrolled.~~

~~—(d) An applicant may not be enrolled as a provider of HCBS if the Department issued a sanction in accordance with §§ 6100.741—6100.744 (relating to enforcement).~~

#### **Discussion 6100.81**

#### **§ 6100.82. HCBS documentation.**

~~—An applicant who wishes to operate an HCBS in accordance with this chapter shall complete and submit the following completed documents to the Department:~~

~~—(1) A provider enrollment application on a form specified by the Department.~~

~~—(2) An HCBS waiver provider agreement on a form specified by the Department.~~

~~—(3) Copies of current licenses as specified in § 6100.81(b)(4) (relating to HCBS provider requirements).~~

~~—(4) Verification of compliance with § 6100.47 (relating to criminal history checks).~~

~~—(5) Verification of completion of the Department's monitoring documentation.~~

~~—(6) Verification of completion of the Department's pre-enrollment provider training.~~

~~—(7) Documents required in accordance with the Patient Protection and Affordable Care Act (Pub.L. No. 111-148).~~

#### **Discussion 6100.82:**

#### **§ 6100.83. Submission of HCBS qualification documentation.**

The provider of HCBS shall submit written qualification documentation to the designated managing entity or to the Department at least 60 days prior to the expiration of its current qualification.

**Discussion 6100.**

**§ 6100.84. Provision, update and verification of information.**

The provider of HCBS shall provide, update and verify information within the Department's system as part of the initial and ongoing qualification processes.

**Discussion 6100.**

**§ 6100.85. Ongoing HCBS provider qualifications.**

(a) The provider ~~shall~~ will comply with the Department to the extent the provisions of the waivers, State Plan and amendemnts thereto are set out in regulation. ~~'s Federally approved waivers and waiver amendments, or the State plan, as applicable.~~

(b) The provider's qualifications to continue providing HCBS will be verified at intervals ~~specified in the Federally approved waiver, including applicable Federally approved waiver amendments, or the State plan, as applicable.~~

~~(c) The Department may require a provider's qualifications to be verified for continued eligibility at an interval more frequent than the Federally approved waiver, including applicable Federally approved waiver amendments, or the Medical Assistance State plan, due to one of the following:~~

~~—(1) Noncompliance with this chapter as determined by monitoring as specified in § 6100.42 (relating to monitoring compliance);~~

~~—(2) Noncompliance with a corrective action plan, or a directed correction action plan, as issued or approved by the designated managing entity or the Department.~~

~~—(3) The issuance of a provisional license by the Department.~~

~~—(4) Improper enrollment in the HCBS program.~~

(d)(c) Neither a provider nor its staff persons who may come into contact with an individual may be listed on the Federal or State lists of excludable persons such as the following: Providers may not employ, contract with or be governed by a person or persons listed on the Federal or Commonwealth current applicable lists of persons excluded from participation in the Medicare and Medicaid programs.

~~—(1) System for award management.~~

~~—(2) List of excludable persons, individuals and entities.~~

~~—(3) Medichcek list.~~

**Discussion 6100.85:**

**§ 6100.86. Delivery of HCBS.**

(a) The provider ~~shall~~ will deliver only the HCBS for which the provider is determined to be qualified by the ~~designated managing entity or the Department.~~

(b) The provider ~~shall~~ will deliver the HCBS in accordance with this Chapter ~~the Federally approved waiver, including applicable Federally approved waiver amendments, and the Medical Assistance State plan, as applicable.~~

(c) ~~The provider shall deliver only the HCBS to an individual who is authorized to receive that HCBS.~~ A provider shall only be reimbursed for the HCBS to an individual who is authorized to receive that HCBS.

(d) The provider ~~shall~~ will deliver the HCBS in accordance with the individual's PSP.

**Discussion 6100.86**

**TRAINING**

**§ 6100.141. Annual training plan.**

(a) ~~The provider shall design an annual training plan based on the needs of the individuals as specified in the individuals' PSPs, the provider's quality management plan and other data and analysis indicating training needs.~~ The provider will design an annual training plan based on the needs specified in the individual's PSP and the provider's quality improvement strategy.

(b) The annual training plan ~~must~~ will include the provider's orientation program as specified in § 6100.142 (relating to orientation program).

(c) The annual training plan ~~must~~ will include training ~~aimed at~~ intended to improve the knowledge, skills and core competencies of the staff persons and others to be trained.

(d) ~~The annual training plan must include the following:~~ The plan shall address the need for training in basics such as rights, facilitating community integration, honoring choice and supporting individuals to maintain relationships.

~~—(1) The title of the position to be trained.~~

~~—(2) The required training courses, including training course hours, for each position.~~

~~—(e) Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and persons attending, shall be kept.~~

~~—(f) The provider shall keep a training record for each person trained.~~

(e) The plan will explain how the provider will assure that staff understand their responsibilities around the promotion of individual rights and the reporting of suspected rights violations, abuse or neglect in accordance with the regulations that define those rights and responsibilities.

(f) The plan will explain how the provider will assure that staff understand the safe and appropriate use of positive interventions, including the training in the plans which are unique for any one person served.

(g) The plan will include the following positions

(1) paid staff with client contract;

(2) paid and unpaid interns who provide reimbursed supports to an individual and work alone with individuals;

(3) volunteers who provide reimbursed supports to an individual and who work alone with individuals.

(h) The annual training plan shall include the following

(1) the title of the position to be trained

(2) the required training courses including the training course hours for each position

(i) Records of orientation and training including the training source, content, dates, length of training, copies of certificate receive and persons attending shall be kept.

(j) The provider shall keep a training record for each person trained

**Discussion 6100.141:** The purpose for a training plan is defeated by the idea that specific subjects or specific number of hours will address the needs of the clients or the organization. The training plan must be created based on an assessment that is by definition unique. As agencies analyze the needs of the people they support, the knowledge created in the field and their assessment of performance, a flexible, customized, quality focused plan will emerge. This new section collapses the critical elements of section 141 and 143 into one streamlined and accountable set of standards to not only maintain the basics, but to advance our work to the next level.

Collapse 6100.141 and 6100.143 into one section.



**§ 6100.142. Orientation program.**

~~(a) Prior to working alone with individuals, and within 30 days after hire or starting to provide support to an individual, the following shall complete the orientation program as described in subsection (b):~~ Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will complete the orientation program as described in subsection (b):

- (1) Management, program, administrative and fiscal staff persons.
- (2) Dietary, housekeeping, maintenance and ancillary staff persons.
- (3) Direct support staff persons, including full-time and part-time staff persons.
- (4) Household members who will provide a reimbursed support to the individual.
- (5) Life sharers.
- (6) Volunteers who will ~~work alone with individuals~~ interact with individuals.
- (7) Paid and unpaid interns who will ~~work alone~~ interact with individuals.
- (8) Consultants who will ~~work alone~~ interact with individuals.

(b) The orientation program must encompass the following areas:

~~(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~

~~—(2)~~(1) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with the Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102), 6 Pa. Code Chapter 15 (relating to protective services for older adults), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable protective services regulations.

~~—(3)~~(2) Individual rights.

~~—(4)~~(3) Recognizing and reporting incidents.

~~(5) Job-related knowledge and skills.~~

(c) Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will also complete orientation training that incorporates application of person-centered practices such as including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships:

- (1) Management, program, administrative and fiscal staff persons.
- (2) Direct support staff persons, including full-time and part-time staff persons.
- (3) Household members who will provide a reimbursed support to the individual.
- (4) Life sharers.
- (5) Records of orientation training, including the training source, content, dates, length of training, copies of certificates received and persons attending shall be kept.
- (6) The provider will maintain a training record for each person trained
- (e) Anyone that works alone with an individual as part of an HCBS must complete orientation program, as described in subsection (b), within 30 days of hire.

#### **Discussion 6100.142**

Focus on reducing the need for certain training in different levels. Open up the training of the basics to those who interact with individuals. Focus on protecting the individuals and limiting the extensive training requirements for certain positions.

As noted in discussion section of 6100.141, the provisions included in 6100.141(e) and (f) should be added to this section in order to clearly indicate the need for documentation and record of training.

This section is geared towards licensed providers. Remove AWC, OHCDS from the regulations and modify this section for unlicensed providers and transportation trip providers. Payment rates must be increased significantly for unlicensed providers and Transportation trip providers if they are expected to comply fully with this section. This list is not fully inclusive and infers that transportation mile individuals (OHCDS/AWC) who are reimbursed but not household members do not need training. Also, the inclusion of volunteers, management staff is problematic for unlicensed providers, transportation trip, AWC and OHCDS providers. The department must reconsider this section as it relates to all services, provider types and service delivery models.

#### **~~§ 6100.143. Annual training.~~**

- ~~—(a) The following persons shall complete 24 hours of training each year:~~
  - ~~—(1) Direct support staff persons, including household members and life sharers who provide a reimbursed support to the individual.~~
  - ~~—(2) Direct supervisors of direct support staff persons.~~
- ~~—(b) The following staff persons and others shall complete 12 hours of training each year:~~

- ~~—(1) Management, program, administrative, fiscal, dietary, housekeeping, maintenance and ancillary staff persons.~~
- ~~—(2) Consultants who provide reimbursed supports to an individual and who work alone with individuals.~~
- ~~—(3) Volunteers who provide reimbursed supports to an individual and who work alone with individuals.~~
- ~~—(4) Paid and unpaid interns who provide reimbursed supports to an individual and who work alone with individuals.~~
- ~~—(c) A minimum of 8 hours of the annual training hours specified in subsections (a) and (b) must encompass the following areas:~~
  - ~~—(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~
  - ~~—(2) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with the Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102), 6 Pa. Code Chapter 15 (relating to protective services for older adults), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable protective services regulations.~~
  - ~~—(3) Individual rights.~~
  - ~~—(4) Recognizing and reporting incidents.~~
  - ~~—(5) The safe and appropriate use of positive interventions if the person will provide a support to an individual with a dangerous behavior.~~
- ~~—(d) The balance of the annual training hours must be in areas identified by the provider in the provider's annual training plan in § 6100.141 (relating to annual training plan).~~
- ~~—(e) All training, including the training courses identified in subsections (c) and (d), must be included in the provider's annual training plan.~~

**Discussion 6100.43:** We recommend AWC and OHCDS be removed from the regulations and that Transportation Trip and Unlicensed home and community based providers be excluded from 6100.143 as written. We believe this list of training is geared strictly towards licensed providers and impedes the promotion of family support models of service delivery. A prescribed number of hours for training will not support appropriate training specific for the individual and does not afford the opportunity for families/participants and the unlicensed providers and Transportation trip providers that support them with the type and frequency of training that is needed for the individual. When there are established mandates to hours versus individuality, the quality is a lost and the opportunity to supporting the values of ODP and

everyday lives is lost. The current unit rates will not support the increase in training requirements. Optimally, AWC and OHCDs providers will be removed from 6100 regulations and unlicensed providers and transportation trip providers should have separate training requirements that do not include a specific number of hours.

See comment under 6100.141.

#### **§ 6100.144. Natural supports.**

Sections 6100.141—6100.143 (relating to annual training plan; orientation program; and annual training) do not apply to natural supports.

#### **Discussion 6100.**

### **INDIVIDUAL RIGHTS**

#### **§ 6100.181. Exercise of rights.**

(a) An individual may not be deprived of rights as provided under §§ 6100.182 and 6100.183 (relating to rights of the individual; and additional rights of the individual in a residential facility). An approved PSP will be deemed consistent with an individual's rights.

~~(b) An individual shall be continually supported to exercise the individual's rights. An individual will be provided services, supports, and accommodations to assist the individual to understand and to actively exercise rights as he/she chooses. The services, supports, and accommodation necessary for the individual to understand and activity exercise rights as they choose will be funded by the Department as part of the PSP.~~

~~(c) An individual shall be provided the support and accommodation necessary to be able to understand and actively exercise the individual's rights.~~

~~(d)~~(c) An individual may not be reprimanded, punished or retaliated against for exercising the individual's rights.

~~(e)~~(d) A court's written order that restricts an individual's rights shall be followed.

~~(f) A court appointed legal guardian may exercise rights and make decisions on behalf of an individual in accordance with a court order.~~

~~(g) An individual who has a court appointed legal guardian, or who has a court order restricting the individual's rights, shall be involved in decision making in accordance with the court order.~~

(h)(e) An individual has the right to designate persons to assist in decision making on behalf of the individual.

<b>Discussion 6100.181</b>
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**§ 6100.182. Rights of the individual.**

(a) An individual may not be discriminated against because of race, color, creed, disability, religious affiliation, ancestry, gender, gender identity, sexual orientation, national origin or age.

(b) ~~An individual has the right to civil and legal rights afforded by law, including the right to vote, speak freely, and practice the religion of his choice or to practice no religion.~~ An individual has the right to the same civil legal, and human rights afforded by law to all people.

(c) ~~An individual may not be abused, neglected, mistreated, exploited, abandoned or subjected to corporal punishment.~~ An individual has the right to be free from abuse, neglect, mistreatment, exploitation, abandonment or be subjected to corporal punishment.

~~—(d) An individual shall be treated with dignity and respect.~~

~~—(e)(d) An individual has the right to make choices and accept risks.~~ An individual has the right to make informed choices and accept personal risks that do not pose a threat to the individual's and/or another person's health, safety, or well-being.

~~—(f)(e) An individual has the right to refuse to participate in activities and supports.~~

~~—(g)(f) An individual has the right to control the his/her individual's own schedule and activities in accordance to their PSP.~~

~~—(h) An individual has the right to privacy of person and possessions.~~

~~—(i) An individual has the right of access to and security of the individual's possessions.~~

~~—(j) An individual has the right to choose a willing and qualified provider.~~

~~—(k) An individual has the right to choose where, when and how to receive needed supports.~~

~~—(l) An individual has the right to voice concerns about the supports the individual receives.~~

~~—(m)(g) An individual has the right to assistive devices and support to enable communication at all times.~~

(n) An individual has the right to participate in the development and implementation of the PSP.

**Discussion 6100.182:** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically.

**§ 6100.183. Additional rights of the individual in a residential facility.**

- (a) An individual has the right to receive scheduled and unscheduled visitors, and to communicate and meet privately with persons of the individual's choice, at any time.
- (b) An individual has the right to unrestricted access to send and receive mail and other forms of communications, unopened and unread by others.
- (c) An individual has the right to unrestricted and private access to telecommunications.
- (d) An individual has the right to manage and access the individual's own finances.
- (e) An individual has the right to choose persons with whom to share a bedroom.
- (f) An individual has the right to furnish and decorate the individual's bedroom and the common areas of the home in accordance with §§ 6100.184 and 6100.444(b) (relating to negotiation of choices; and lease or ownership).
- (g) An individual has the right to lock the individual's bedroom door.
- (h) An individual has the right to access food at any time.
- (i) An individual has the right to make informed health care decisions.

**Discussion 6100.** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically.

**§ 6100.184. Negotiation of choices.**

- (a) An individual's rights ~~shall~~ will be exercised so that another individual's rights are not violated.
- (b) Choices ~~shall~~ will be negotiated by the affected individuals in accordance with the provider's procedures for the individuals to resolve differences and make choices.

**Discussion 6100.184:** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically.

**§ 6100.185. Informing of rights.**

(a) The provider shall inform and explain individual rights to the individual, and persons designated by the individual, upon entry into the program and annually thereafter.

(b) The provider shall keep a statement signed by the individual, or the individual's court-appointed legal guardian, acknowledging receipt of the information on individual rights.

**Discussion 6100.**

**§ 6100.186. Role of family and friends.**

(a) The provider will take reasonable steps to facilitate appropriate involvement and encourage participation of an individual's family, friends, and other, with regard to the health and safety of the individual

(b) The provider will take reasonable steps to facilitate appropriate involvement and encourage participations of an individual's family, friends and others in decision making, planning and other activities, with regard to the health and safety of the individual.

**Discussion 6100.186:** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically. Family, advocacy and other avenues are not supported with this wording.

**PERSON-CENTERED SUPPORT PLAN**

**§ 6100.221. Development and revisions of the PSP.**

(a) ~~An individual shall have one approved and authorized PSP that identifies the need for supports, the supports to be provided and the expected outcomes.~~ The PSP must reflect what is important to the individual to ensure that services are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being in balance with dignity of risk, as agreed upon by the PSP team so as to promote opportunity for an Everyday Life.

- (1) Individuals who may be persons designated by the individual should be involved in the development and revisions of the PSP and direct the process.
  - (2) The individual should be supported to direct the process to the greatest extent possible and exercise informed choices and decision making when applicable.
  - (3) Consideration of the needs of individuals pertaining to location and convenience.
  - (4) Communication in clear and understandable language.
- (b) An individual's service implementation plan must be consistent with the PSP in subsection (a).
- (c) The support coordinator or targeted support manager ~~shall~~ will be responsible for the development of the PSP, including revisions, in ~~cooperation~~ collaboration with the individual and the individual's PSP team.
- (d) The initial PSP ~~shall~~ will be developed prior to the individual assessment within 60 days of the individual's date of admission to the provider ~~receiving a reimbursed support~~.
- ~~(e) The PSP shall be revised when an individual's needs or support system changes and upon the request of an individual.~~ The PSP shall be evaluated for revisions at least annually, or when the needs or support system of the individual changes, and/or upon the request of the individual or court appointed legal guardian.
- ~~(f) The initial PSP and PSP revisions must be based upon a current assessment.~~ The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.
- ~~(g) The individual and persons designated by the individual shall be involved in and supported in the initial development and revisions of the PSP.~~
- (h)(g) The initial PSP and PSP revisions shall be documented on a form specified by the Department.
- (h) The individual, court appointed legal guardian(s), and/or persons designated by the individual may request updates for consideration to the PSP at any time. These requests should be submitted to the supports coordinator.

**Discussion 6100.221:**

6100.221(b) Unclear of definition around "service implementation plan." It should be broader in scope. This is adding cost because it is a new plan. This adds flexibility to the system and providers to use whatever method they want to develop. Change to "Any implementation of service should be based on the PSP."

In 6100.221(e) "or court appointed legal guardian" should be added at the end of the



statement to indicate that a guardian may also request a revision to the PSP.

6100.221(e) is recommended to be revised to indicate that a PSP will be “evaluated for revision” and not necessarily revised each time. A PSP may be determined to be appropriate and not require revision. In addition, the specific expectation that “at least annually” be added to this provision to make clear that this process is annual.

6100.221(f) “The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.”

This area should focus on everyday lives and individual choice.

**~~§ 6100.222. The PSP process.~~**

- ~~—(a) The PSP process shall be directed by the individual.~~
- ~~—(b) The PSP process shall:~~
  - ~~—(1) Invite and include persons designated by the individual.~~
  - ~~—(2) Provide accommodation and facilitation to enable the individual's family, friends and others to attend the PSP meeting, at the direction of the individual.~~
  - ~~—(3) Be conducted to reflect what is important to the individual to ensure that supports are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being.~~
  - ~~—(4) Provide necessary information and support to ensure that the individual directs the PSP process to the maximum extent possible.~~
  - ~~—(5) Enable the individual to make informed choices and decisions.~~
  - ~~—(6) Be timely in relation to the needs of the individual and occur at intervals, times and locations of choice and convenience to the individual and to persons designated by the individual.~~
  - ~~—(7) Be communicated in clear and understandable language.~~
  - ~~—(8) Reflect cultural considerations of the individual.~~
  - ~~—(9) Specify and follow guidelines for solving disagreements among the PSP team members.~~
  - ~~—(10) Establish a method for the individual to request updates to the PSP.~~
  - ~~—(11) Record the alternative supports that were considered by the individual.~~

**Discussion 6100.222:** Add clarification to the 6100.221 title (Development and revisions of the PSP) and then delete all of 6100.222 but pull up specifics as noted below to represent the general focus of individual's guiding the process.

This area should focus on everyday lives and individual choice.

### **§ 6100.223. Content of the PSP.**

The PSP must include the following:

- (1) The individual's strengths, preferences and functional abilities.
- (2) The individual's assessed diagnoses, clinical and support needs.
- (3) The individual's goals and preferences such as those related to relationships, community participation, self-determination, employment, income and savings, health care, wellness, quality and education.
- (4) Individually identified, person-centered desired outcomes.
- (5) Support necessary to assist the individual to achieve desired outcomes.
- (6) The provider of the support.
- (7) Natural supports.
- (8) The type, amount of units, duration and frequency for the support specified in a manner that reflects the assessed needs and choices of the individual. The schedule of support delivery shall be determined by the PSP team and provide sufficient flexibility to provide choice by the individual.
- (9) The individual's communication mode, abilities and needs.
- ~~—(10) Opportunities for new or continued community participation.~~
- ~~—(11) (10) Active pursuit of competitive, integrated employment as a first priority, before other activities or supports are considered, as applicable.~~
- ~~—(12) Education and learning history and goals.~~
- (13) (11) The level of needed support, risk factors, dangerous behaviors and risk mitigation strategies, if applicable.
- ~~—(14) (12) Modification of individual rights as necessary to mitigate risks, if applicable. The PSP as approved by the PSP team is presumed to be consistent with an individual's rights and is the governing document for rights purposes.~~

- ~~—(15)~~ (13) Health care information, including a health care history.
- ~~—(16)~~ The individual's choice of the provider and setting in which to receive supports.
- ~~—(17)~~ Excluded, unnecessary or inappropriate supports.
- ~~—(18)~~ (14) Financial information, including how the individual chooses may choose to use personal funds based on history and communicated interest.
- ~~—(19)~~ (15) A back-up plan to identify a needed support as identified by the PSP team if the absence of the designated support person would place the individual at a health and safety risk.
- ~~—(20)~~ (16) The person or entity responsible for monitoring the implementation of the PSP.

(21) (17) Signatures of the PSP team members and the date signed.

(18) If the individual has a known behavioral support need, it must be identified in the PSP, or if a new behavior is identified, it must be added to the PSP through a revision.

**Discussion 6100.223** This area should focus on everyday lives and individual choice.

#### **§ 6100.224. Implementation of the PSP.**

The provider identified in the PSP ~~shall~~ will implement the PSP, including revisions.

**Discussion 6100.224:** This area should focus on everyday lives and individual choice.

#### **§ 6100.225. Support coordination and TSM.**

(a) A support coordinator or targeted support manager shall assure the completion of the following activities when developing an initial PSP and the annual review of the PSP:

- (1) Coordination of information gathering and assessment activity, which includes the results from assessments prior to the initial and annual PSP meeting.
- (2) Collaboration with the individual and persons designated by the individual to coordinate a date, time and location for initial and annual PSP meetings.
- (3) Distribution of invitations to PSP team members.
- (4) Facilitation of the PSP meeting, or the provision of support for an individual who chooses to facilitate his own meeting.

(5) Documentation of agreement with the PSP from the individual, persons designated by the individual and other team members.

(6) Documentation and submission of the PSP reviews, and revisions to the PSP, to the Department and the designated managing entity for approval and authorization.

(7) If the PSP is returned for revision, resubmission of the amended PSP for approval and authorization.

(8) Distribution of the PSP to the PSP team members who do not have access to the Department's information management system.

(9) Revision of the PSP when there is a change in an individual's needs.

(b) A support coordinator or targeted support manager shall monitor the implementation of the PSP, as well as the health, safety and well-being of the individual, using the Department's monitoring tool.

<b>Discussion 6100.225:</b>
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**§ 6100.226. Documentation of for-support service delivery.**

(a) Documentation of for-support service delivery related to the individual shall be prepared by the provider for the purposes of substantiating a claim.

(b) Documentation of support for service delivery must relate to the implementation of the PSP rather than the individual's service implementation plan as specified in § 6100.221(b) (relating to development of the PSP).

(c) The provider shall document support service delivery each time a support is delivered.

(d) Documentation of for-support service delivery may be made on the same form if multiple supports services are provided to the same individual, by the same provider and at the same location.

(e) Documentation of support delivery must include the following:

(1) The name of the individual.

(2) The name of the provider.

(3) The date, name, title and signature of the person completing the documentation.

(4) A summary documenting what support service was delivered, who delivered the support, when the support was delivered and where the support was delivered.

- (5) The amount, frequency and duration of the ~~support~~ service as specified in the PSP.
- (6) The outcome of the ~~support~~ service delivery.
- (7) A record of the time worked, or the time that a ~~support~~ service was delivered, to support the claim.
- ~~—(f) The provider, in cooperation with the support coordinator or the targeted support manager and the individual, shall complete a review of the documentation of support delivery for each individual, every 3 months, and document the progress made to achieving the desired outcome of the supports provided.~~
- ~~—(g)~~ (f) The provider ~~shall keep~~ will maintain documentation of support delivery.

**Discussion 6100.226:**

This section is overly broad and prescriptive.

Propose adding “for” instead of “of” in 6100.226 because it indicates that service must be documented, which will be needed for billing, but it changes the meaning to not require it is documented dynamically exactly at the moment it is occurring. This might be daily or weekly.

## **EMPLOYMENT, EDUCATION AND COMMUNITY PARTICIPATION**

### **§ 6100.261. Access to the community.**

- (a) ~~The provider shall provide the individual with the support necessary to access the community in accordance with the individual's PSP.~~ The Department will ensure the funding necessary for individuals to access the community in accordance with the individual's PSP.
- (b) The individual ~~shall~~ will be provided ongoing opportunities and ~~support~~ services necessary to participate in community activities of the individual's choice.
- (c) The individual ~~shall~~ will be afforded the same degree of community access and choice to participate in community activities as an individual who is similarly situated in the community, who does not have a disability and who does not receive an HCBS.
- (d) The provider will assist the individual in accessing the community.

**Discussion 6100.261:** The individual must have access to the community; this is not only a right that must be supported, but a requirement of the Community Rule. PAR and PAR providers fully support this initiative and have been taking steps for many years to maximize this access. The Department however must be a driving force and provide the financial and policy support to ensure success. For this reason, the provision in 6100.261(a) should not identify the provider as the driving force of access to the community, but rather the

Department. The provider is just that, the provider of service required and funded within the PSP. For this reason, the wording in (a) is recommended to be revised as identified below. It is suggested that an additional provision be added (d) to address the role of the provider in assisting the individual in accessing the community.

6100.261(b) includes the term “ongoing” as it relates to opportunities for access to community. This is a subjective term which is not measurable and should be removed.

This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically. Family, advocacy and other avenues are not supported with this wording.

#### **§ 6100.262. Employment.**

(a) ~~The individual shall have active and ongoing opportunities and the supports necessary to seek and retain employment and work in competitive, integrated settings.~~ The Department and Supports Coordinators or Targeted Supports Coordinators will ensure individuals have information and education about OVR services, and provide opportunities and the services necessary to seek and retain employment as desired and work in competitive, integrated settings as able.

(b) Authorization for a new prevocational support for an individual who is under 25 years of age ~~shall~~ will be permitted only after a referral is made to the OVR and the OVR either determines that the individual is ineligible or closes the case.

(c) ~~At the annual PSP revision, the individual shall be offered appropriate opportunities related to the individual's skills and interests, and encouraged to seek competitive, integrated employment~~ Eligible individuals will be offered appropriate opportunities related to the individual's skills and interests, and encouraged to seek competitive, integrated employment, at each annual PSP review.

~~(d) The support coordinator or targeted support manager shall provide education and information to the individual about competitive, integrated employment and the OVR services.~~

**Discussion 6100.262:** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically. Family, advocacy and other avenues are not supported with this wording.

#### **§ 6100.263. Education.**

If identified in the individual's PSP as necessary to support the individual's pursuit of a competitive, integrated employment outcome or identified in the individual's PSP for

employment approved by the OVR, an individual shall have access to a full range of options that support participation in the following post-secondary education and the SC will assist the individual to obtain the funding source for such options:

- (1) Technical education.
- (2) College and university programs.
- (3) Lifelong learning.
- (4) Career development.

**Discussion 6100.263** This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically. Family, advocacy and other avenues are not supported with this wording.

## TRANSITION OF SERVICES

**Discussion:** This term can refer to a number of different forms of transition, and might be easily confused with transition services between education and adult services. To clarify this, the word “service” should be added to the title.

### § 6100.301. Individual choice.

- (a) Influence may not be exerted by a provider when the individual is considering a transition of services to a new provider.
- (b) An individual shall be supported by the support coordinator or the targeted support manager in exercising choice in transitioning to a new provider.
- (c) An individual's choice to transition to a new provider shall be accomplished in the time frame desired by the individual, to the extent possible and in accordance with this chapter.

**Discussion 6100.301:** No provider should be allowed to exert any pressure on the individual who wished to consider a transition to another provider of services.

In addition, individuals may have difficult expressing something specific when they provide reasons for their request of change of provider. They may see major change as the only solution.

6100.301(c) Allows for proper planning.

### § 6100.302. Transition to a new provider.

(a) When an individual transitions to a new provider, the current provider and new provider shall cooperate with the Department, the designated managing entity and the support coordinator or the targeted support manager during the transition between providers.

~~—(b) The current provider shall:~~

~~—(1) Participate in transition planning to aid in the successful transition to the new provider.~~

~~—(2) Arrange for transportation of the individual to visit the new provider, if transportation is included in the support.~~

~~—(3) Close pending incidents in the Department's information management system.~~

(b) The support coordinator or targeted support manager will assist in coordination of the transition planning activities during the transition period.

(c) The current provider will:

(1) Participate in transition planning to aid in the successful transition to the new provider.

(2) Arrange for transportation of the individual to visit the new provider, if transportation is included in the support.

(3) Close pending incidents in the Department's information management system.

(d) The previous provider will:

(1) transfer the original individual records to the new provider prior to the date of transfer.

(2) maintain a copy of the individual records in accordance with § 6100.52 concerning records.

(3) provide necessary medical record (in accordance with HIPAA).

**Discussion 6100.302:** 6100.306 and 6100.307 can move up under 6100.302 for transition. They incorporate naturally here and do not need to stand alone.

An individual should be provided a copy of their medical information (reasonable and necessary information in accordance with HIPAA regulation) if they move to an independent setting.

### **§ 6100.303. Reasons for a transfer or a change in a provider.**

(a) The following are the only grounds for a change in a provider or a transfer of an individual against the individual's wishes:

(1) The individual is a danger to ~~the individual's self~~ himself/herself or others, at the particular ~~support~~ service location, even with the provision of supplemental supports.

(2) The individual's needs have changed, advanced or declined so that the individual's needs cannot be met by the provider, ~~even with~~ the provision of supplemental supports and/or additional funding.



(3) Meeting the individual's needs would require a significant alteration of the provider's program or building or additional funding.

(4) Circumstances outside of the provider's control that create an undue burden, safety risk, irreconcilable rights violation or inability to effectively provide the Home and Community-Based Services as necessary in the PSP, or based on changing needs that may not be accommodated.

(b) ~~The~~ A provider may not change a ~~support~~ service provider or transfer an individual against ~~the individual's~~ his/her wishes in response to an individual's exercise of rights, voicing choices or concerns or in retaliation to filing a grievance.

**Discussion 6100.303:**

This section is defined too narrowly to be practicable to the point that it contradicts other portions of the chapter and are unable to execute the residency agreement. There are many circumstances such as program closure, safety of others, Megan's Law, eminent domain, court or other legal actions, eviction by a landlord of the provider, natural disasters, provider closure which may require transfer or change in spite of individuals' wishes. This list is not exhaustive – they regulation needs to allow for unforeseen occurrences.

What if exercising rights impinge on others, is that grounds for transfer? What if rights place the individual or others at risk? 6100.184(a) states, "An individual's rights shall be exercised so that another individual's rights are not violated."

**§ 6100.304. Written notice.**

(a) If the individual chooses another provider, the PSP team shall provide written notice to the provier, the individual, guardian(s), persons designated by the individual, the PSP team members, the designated managing entity and the SC or TSM ~~following~~ at least 30 days prior to the transition to a new provider. The transition of service providers may be sooner than 30 days, if agreed upon by both parties.

~~—(1) The provider.~~

~~—(2) The individual.~~

~~—(3) Persons designated by the individual.~~

~~—(4) The PSP team members.~~

~~—(5) The designated managing entity.~~

~~—(6) The support coordinator or targeted support manager.~~

~~(b) If the provider is no longer able or willing to provide a support for an individual in accordance with § 6100.303 (relating to reasons for a transfer or a change in a provider), the provider shall provide written notice to the following at least 45 days prior to the date of the proposed change in support provider or transfer: For service providers such as transportation, homemaker and vendor services a PSP Team meeting may not be necessary. The SC shall assist the individual to make such changes in such service provision.~~

~~—(1) The individual.~~

~~—(2) Persons designated by the individual.~~

~~—(3) The PSP team members.~~

~~—(4) The designated managing entity.~~

~~—(5) The support coordinator or targeted support manager.~~

~~—(6) The Department.~~

~~—(c) The provider's written notice specified in subsection (b) must include the following:~~

~~—(1) The individual's name and master client index number.~~

~~—(2) The current provider's name, address and master provider index number.~~

~~—(3) The support that the provider is unable or unwilling to provide or for which the individual chooses another provider.~~

(c) If a provider is no longer able or willing to provide a service(s) for an individual in accordance with the provisions specified in § 6100.303 (relating to reasons for a change in a provider or a transfer), the provider shall provide written notice to the individual, guardian(s), persons designated by the individual, the PSP team members, the designated managing entity and the support coordinator or targeted support manager and the Department, at least 30 days prior to the date of the proposed change in service provider or transfer.

~~—(4) The location where the support is currently provided.~~

~~—(5) The reason the provider is no longer able or willing to provide the support as specified in § 6100.303.~~

~~—(6) A description of the efforts made to address or resolve the issue that has led to the provider becoming unable or unwilling to provide the support or for which the individual chooses another provider.~~

~~—(7) Suggested time frames for transitioning the delivery of the support to the new provider.~~

(d) A provider shall provide written notification to the Department and the designated managing entity immediately if the provider is no longer able to provide a home and community-based support due to an immediate health and safety risk to the individual.

(e) The provider's written notice specified in (c) shall include the following:

- (1) The individual's name and master client index number.
- (2) The current provider's name, address and master provider index number.
- (3) The service that the provider is unable or unwilling to provide or for which the individual chooses another provider.
- (4) The location where the service is currently provided.
- (5) The reason the provider is no longer able or willing to provide the service's specified in § 6100.303.

Suggested time frames for transitioning the delivery of the service to the new provider.

**Discussion 6100.304:**

The transition of service providers may be sooner than 30 days, if agreed upon by both parties.

**§ 6100.305. Continuation of support.**

The provider shall continue to provide the authorized support service during the mutually agreed upon transition period to ensure continuity of care with additional reimbursable services as necessary. If agreement is unable to be reached concerning a transition period, a provider will provide supports to the time of the discharge date, at which time they may enter in to an expedited grievance process with the Department to immediately address the individual's needs. The Department will pay the provider for the actual costs incurred by the provider to care for and support the individual during the transition period. ~~until a new provider is approved by the Department and the new support is in place, unless otherwise directed by the Department or the designated managing entity.~~

**Discussion 6100.305:** Providers may need additional resources and funds with Department cooperation for continuation of services

Need language to make sure that either greater necessary reimbursement is provided during this period, or what recourse/options providers have in the scenario where another provider isn't being found willing or able to take the individual.

**~~§ 6100.306. Transition planning.~~**

~~—The support coordinator or targeted support manager shall coordinate the transition planning activities, including scheduling and participating in all transition planning meetings during the transition period.~~

**Discussion 6100.306:**

This section can be easily moved up under section 6100.302 and naturally fit there better than a standalone section. It is recommended that this section be deleted and content moved up and incorporated under section 6100.302.

**~~§ 6100.307. Transfer of records.~~**

~~—(a) The provider shall transfer a copy of the individual record to the new provider prior to the day of the transfer.~~

~~—(b) The previous provider shall maintain the original individual record in accordance with § 6100.54 (relating to recordkeeping).~~

**Discussion 6100.307:**

**POSITIVE INTERVENTION Conflicting Comments as to whether it should be changed to Behavioral Intervention**

**§ 6100.341. Use of a positive intervention.**

~~(a) A positive intervention shall will be used to prevent, modify and eliminate a dangerous behavior when the challenging behaviors is are anticipated and/or occurring in response to challenging behaviors to prevent escalation of behaviors, or in attempts to modify, decrease or eliminate behaviors.~~

~~—(b) The least intrusive method restrictive intervention shall be applied will be utilized when addressing a dangerous behavior. For each incidence of a dangerous behavior, every attempt shall be made to modify and eliminate the behavior.~~

~~—(c) As used in this section, the following words and terms have the following meanings, unless the context clearly indicates otherwise:~~

~~—*Dangerous behavior*—An action with a high likelihood of resulting in harm to the individual or others.~~

~~—*Positive intervention*—An action or activity intended to prevent, modify and eliminate a dangerous behavior. This includes improved communication, reinforcing appropriate behavior, an environmental change, recognizing and treating physical and behavioral health symptoms, voluntary physical exercise, wellness practice, redirection, praise, modeling, conflict resolution and de-escalation.~~

**Discussion 6100.341:**

**§ ~~6100.342. PSP.~~**

~~— If the individual has a dangerous behavior as identified in the PSP, the PSP must include the following:~~

- ~~— (1) The specific dangerous behavior to be addressed.~~
- ~~— (2) A functional analysis of the dangerous behavior and the plan to address the reason for the behavior.~~
- ~~— (3) The outcome desired.~~
- ~~— (4) A description of the positive intervention aimed at preventing, modifying or eliminating the dangerous behavior and the circumstances under which the intervention is to be used.~~
- ~~— (5) A target date to achieve the outcome.~~
- ~~— (6) Communication needs.~~
- ~~— (7) Health conditions that require special attention.~~

**Discussion 6100.342:** It is recommended that this section be deleted and content rolled to 6100.223 as specified in the comment.

**§ 6100.342 Dangerous Behavior Intervention**

- (a) The least intrusive intervention shall be used to deescalate the dangerous behaviors when the behavior is occurring.
- (b) A physical restraint may be used in the case of a dangerous behavior to prevent an individual from injuring the individual's self or others.
- (c) If the individual has a known dangerous behavior, it must be identified and addressed in the PSP, or if a new dangerous behavior is identified it should be added to the PSP through a revision.

**§ 6100.343. Prohibition of restraints.**

The following procedures are prohibited:

(1) Seclusion, ~~defined as~~ including involuntary confinement of an individual in a room or area from which the individual is physically prevented ~~or verbally directed~~ from leaving.

(2) Aversive conditioning, ~~defined as~~ including the application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

(3) Pressure point techniques, ~~defined as~~ including the application of pain for the purpose of achieving compliance. This does not apply to utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

(4) A chemical restraint, ~~defined as~~ including the use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug ordered by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as pretreatment prior to, or following a medical or dental examination or treatment.

(5) A mechanical restraint, ~~defined as~~ including a device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints.

(i) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.

(ii) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner to protect the individual in the event of a seizure, ~~as long as the individual can easily remove the device.~~

(6) A manual physical restraint, ~~defined as a hands-on physical method that restricts, immobilizes or reduces an individual's ability to move his arms, legs, head or other body parts freely, on a nonemergency basis, or for more than 15 minutes within a 2-hour period. A manual restraint does not include physically prompting, escorting or guiding an individual to a support as specified in the individual's PSP. may not be used for a period of more than 15 minutes within a 2-hour period without documented emergency approval by provider administrative or clinical staff.~~

(7) A prone position ~~manual~~ physical restraint.

(8) A ~~manual~~ physical restraint that inhibits digestion or respiration, inflicts pain, ~~causes embarrassment or humiliation,~~ causes hyperextension of joints, applies pressure on the chest or joints, or allows for a free fall to the floor.

(9) A physical restraint may not be used as a substitute for positive behavioral interventions, or as retribution, punishment, noncompliance, or for the convenience of staff persons.

#### **Discussion 6100.343**

#### **§ 6100.344. Permitted interventions.**

(a) Voluntary exclusion, ~~defined as an individual voluntarily removing himself from his immediate environment and placing himself alone to a room or area, is permitted in accordance with the individual's PSP.~~

(b) A physical ~~protective~~ restraint may be used when an individual engages in dangerous behavior as approved in the PSP, or used in an unanticipated emergency basis ~~only in accordance with § 6100.343(6) — (8) (relating to prohibition of restraints).~~

(c) A physical ~~protective~~ restraint ~~may not~~ must be used until ~~§§ 6100.143(c)(5) and 6100.223(13) (relating to annual training; and content of the PSP) are met~~ in accordance with the following provisions of this chapter:

(1) 6100.343 concerning prohibition of certain types of restrictive procedures.

(2) 6100.143(c)(5) concerning annual training on use of safe and appropriate interventions.

(d) A physical protective restraint may only be used in the case of an emergency to prevent an individual from injuring the individual's self or others.

(e) A physical protective restraint may not be used as a behavioral intervention, consequence, retribution, punishment, for the convenience of staff persons or as a substitution for individual support.

(f) A physical protective restraint may not be used for more than 15 minutes within a 2-hour period.

(g) A physical protective restraint may only be used by a person who is trained as specified in § 6100.143(c)(5).

(h) As used in this section, a "physical protective restraint" is a hands-on hold of an individual.

#### **Discussion 6100.344**

#### **§ 6100.345. Access to or the use of an individual's personal property.**

(a) Access to or the use of an individual's personal funds or property may not be used as a reward or punishment.

(b) An individual's personal funds or property may not be used as payment for damages unless the individual consents to make restitution for the damages as follows:

(1) A separate written consent is required for each incidence of restitution.

(2) Consent shall be obtained in the presence of the individual, a person designated by the individual and in the presence of and with the support of the support coordinator or targeted support manager.

(3) There may not be coercion in obtaining the consent of an individual.

<b>Discussion 6100.345</b>
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## **INCIDENT MANAGEMENT**

### **§ 6100.401. Types of incidents and timelines for reporting.**

(a) ~~The A provider shall~~ will report the following incidents, and alleged incidents and suspected incidents through the Department's information management system within 24 hours of discovery ~~by a staff person~~ having knowledge of the incident:

(1) Death.

(2) Suicide attempt.

(3) Inpatient admission to a hospital.

(4) ~~Emergency room visit.~~ Visit to an emergency room.

(5) Abuse.

(6) Neglect.

(7) Exploitation.

(8) ~~Missing individual.~~ **An individual if missing for more than 24 hours or if the individual is in immediate jeopardy if missing for any period of time.**

(9) Law enforcement activity.

(10) Injury requiring treatment beyond first aid.



(11) Fire requiring the services of the fire department.

(12) Emergency closure.

(13) Use of an inappropriate or unnecessary restraint.

(14) Theft or misuse of individual funds.

(15) A violation of individual rights.

~~—(16) A medication administration error, including prescription and over the counter medication administration errors.~~

~~—(17) A critical health and safety event that requires immediate intervention such a significant behavioral event or trauma.~~

(b) ~~The individual, and persons designated by the individual, shall be notified immediately upon discovery of an incident relating to the individual.~~ A provider will report the following incidents in the Department's information management system within 72 hours of the occurrence or discovery of the incident:

(1) A medication administration error.

(c) The individual and person(s) designated by the individual shall be notified upon discovery of an incident related to the individual

(d) The incident report, redacted to exclude information about another individual and the reporter, unless the reporter is the individual who receives the report, shall be available to the individual, and persons designated by the individual, upon request.

#### **§ 6100.402. Incident response and investigations.**

(a) The provider shall take immediate action to protect the health, safety and well-being of the individual following the initial knowledge or notice identification of an incident, alleged incident and/or suspected incident.

(b) The provider shall initiate an investigation of an incident certain incidents within 24 hours of the occurrence or discovery by a staff person of the incident of the following:

- (1) Death
- (2) Abuse
- (3) Neglect
- (4) Exploitation
- (5) Missing person
- (6) Theft or misuse of individual funds
- (7) Violations of individuals rights

- (8) Unauthorized or inappropriate use of a restraint
- (9) Rights violation
- (10) Individual to individual sexual abuse and serious injury

(c) ~~A Department-certified incident investigator shall conduct the investigation of the incident listed in § 6100.401(a) (relating to types of incidents and timelines for reporting).~~ The incident investigation will be thorough and conducted by a Department-certified incident instructor.

**Discussion 6100.402:**

Individual to individual abuse was determined to require certified investigation in the event of serious injury and/or sexual violation. Implied in the 6100s.

**§ 6100.403. ~~Individual needs~~ Incident analysis.**

(a) ~~In investigating an incident, the provider shall review and consider the following needs of the affected individual:~~ In reviewing a serious incident, or pattern of incidents, a provider shall review and consider the following needs of the affected individual(s):

- (1) Potential risks.
- (2) Health care information.
- (3) Medication history and current medication.
- (4) Behavioral health history.
- (5) Incident history.
- (6) Social needs.
- (7) Environmental needs.
- (8) Personal safety.

(b) The provider shall monitor an individual's risk for recurring incidents, and implement corrective action, as appropriate.

(c) The provider shall work cooperatively with the support coordinator or targeted support manager and the PSP team to revise the individual's PSP if indicated by the incident. PSP as needed.

(d) A provider will review and analyze all reportable incidents at least every three months.

(e) As part of the review, a provider will identify and implement preventive measures when appropriate to attempt to reduce:

(1) The number of incidents.

(2) The severity of the risks associated with incidents.

(3) The likelihood of incidents recurring.

(4) The occurrence of more serious consequences if the incident recurs.

(f) A provider will provide training/retraining to staff persons and the individual, based on the outcome of the incident analyses as necessary.

(g) A provider shall monitor incident data and take actions to mitigate and manage risk factors as necessary.

#### **Discussion 6100.403**

This section incorporates content from 6100.405.

#### **§ 6100.404. Final incident report.**

(a) ~~The~~ A provider shall finalize the incident report in the Department's information management system by including additional information about the incident, results of a required investigation and corrective actions taken within 30 days of the occurrence or discovery of the incident ~~by a staff person~~ unless an extension is filed.

(b) ~~The~~ A provider shall provide the following information ~~to the Department~~ as part of the final incident report:

(1) Any known additional detail about the incident.

(2) The results of the incident investigation.

(3) A description of the corrective action(s) taken or planned in response to ~~an~~ the incident as necessary.

(4) Additional action(s) taken to protect the health, safety and well-being of the individual.

(5) The person responsible for implementing the corrective action.

(6) The date the corrective action was implemented or is to be implemented.

#### **Discussion 6100.**

#### **~~§ 6100.405. Incident analysis.~~**

~~—(a) The provider shall complete the following for each confirmed incident:~~

- ~~—(1) Analysis to determine the root cause of the incident.~~
- ~~—(2) Corrective action.~~
- ~~—(3) A strategy to address the potential risks to the individual.~~
- ~~—(b) The provider shall review and analyze incidents and conduct a trend analysis at least every 3 months.~~
- ~~—(c) The provider shall identify and implement preventive measures to reduce:~~
  - ~~—(1) The number of incidents.~~
  - ~~—(2) The severity of the risks associated with the incident.~~
  - ~~—(3) The likelihood of an incident recurring.~~
- ~~—(d) The provider shall educate staff persons, others and the individual based on the circumstances of the incident.~~
- ~~—(e) The provider shall analyze incident data continuously and take actions to mitigate and manage risks.~~

**Discussion 6100.405:**

Content has been rolled into 6100.403

## **PHYSICAL ENVIRONMENT**

### **§ 6100.441. Request for and approval of changes.**

(a) A residential provider shall submit a written request to the Department on a form specified by the Department and receive written approval from the Department prior to increasing or decreasing the Department-approved program capacity of a residential facility.

(b) To receive written approval from the Department as specified in subsection (a), the provider shall submit a description of the following:

- (1) The circumstances surrounding the change.
- (2) How the change will meet the setting size, staffing patterns, assessed needs and outcomes for the individuals.
- (c) If a facility is licensed as a community home for individuals with an intellectual disability or autism, the program capacity, as specified in writing by the Department, may not be exceeded.

Additional individuals funded through any funding source, including private-pay, may not live in the home to exceed the Department-approved program capacity.

(d) A copy of the written request specified in subsections (a) and (b) shall be provided to the affected individuals, and persons designated by the individuals, prior to the submission to the Department.

(e) A copy of the Department's response to the written request specified in subsections (a) and (b) shall be provided to the affected individuals, and persons designated by the individuals, within 7 days following the receipt of the Department's response.

**Discussion 6100.441:**

There are many situations within which individuals would benefit from rapid placement. These situations include natural disasters, program closures, and removal from abuse. It is important that this chapter allow the department to develop an expedited capacity change process to accommodate individual's needs in their everyday lives.

**§ 6100.442. Physical accessibility.**

(a) The provider shall provide for or arrange for physical site accommodations and assistive equipment to meet the health, safety and mobility needs of the individual.

(b) Mobility equipment and other assistive equipment shall be maintained in working order, clean, in good repair and free from hazards.

**Discussion 6100.442**

This item can create remarkable costs. The department needs to develop capacity to compensate providers for these costs in their rate-setting process.

**§ 6100.443. Access to the bedroom and the home.**

(a) ~~In a residential facility, an individual shall have a lock with a key, access card, keypad code or other entry mechanism to unlock and lock the individual's bedroom door and the entrance of the home~~ Each individual has privacy in their individual sleeping or living unit: Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors.

(b) Assistive technology, as ~~needed~~ necessary, shall be used to allow the individual to open and lock the door without assistance.

(c) The locking mechanism shall allow easy and immediate access in the event of an emergency.

(d) Appropriate persons shall have the key and entry device to lock and unlock the doors to the bedroom(s) and the home.

(e) ~~Only authorized persons shall access the individual's bedroom.~~ The rights of the individual to privacy in his/her bedroom should be respected in accordance with sections 6100.181-183, with consideration for the needs of the health, safety, and welfare of the individual as determined in the PSP, or as needed in an unforeseen or emergency circumstance.

(f) ~~Access to an individual's bedroom shall be provided only in a life safety emergency or with the express permission of the individual for each incidence of access.~~ Provider staff should request permission whenever possible when entering a bedroom in circumstances other than a health and safety emergency.

**Discussion 6100.443:**

The community rule is clear and explicit regarding privacy and access requirements. It is highly recommended that the ch 6100 adhere strictly to the Community Rule requirements (source Medicaid.gov-final rule, exploratory questions).

6100.443 (a) has been modified to reflect verbatim language from the Community Rule.

This area is of great concern with the federally mandates on community participate for most providers even though most individuals have expressed concerns and lack of desire to spend over 75% of their time in the community while at day program specifically. Family, advocacy and other avenues are not supported with this wording.

**§ 6100.444. Lease or ownership.**

(a) In residential habilitation, the individual shall have a legally enforceable agreement such as the lease or residency agreement for the physical space, or ownership of the physical space, that offers the same responsibilities and protections from eviction that tenants have under The Landlord and Tenant Act of 1951 (68 P.S. §§ 250.101—250.602).

(b) ~~Landlords may establish reasonable limits for the furnishing and decorating of leased space as long as the limits are not discriminatory and do not otherwise deny rights granted to tenants under applicable laws and regulations.~~ Providers may establish reasonable limits for the furnishing and decorating of living units as long as the limits are not discriminatory and do not otherwise deny rights granted to individuals under applicable laws and regulations.

**Discussion 6100.444:**

It is necessary under the Community Rule that individuals have a legally enforceable document that offers the same responsibilities and protections from eviction as our prevailing law. To that point, 6100.444(a) is clear and direct. 6100.444(b) while describing reasonable limits, inadvertently refers to providers as “landlords” and to individuals as “tenants” and their units as “leased space”. The rights conferred under the rule and as cited in 6100.444(a)

do not make providers landlords. Having the same protections as provided by law does not make individuals tenants nor their spaces "leased". This language distinction is important in that we need to preserve the American Disability Act's protection of community residences as homes rather than businesses which can be excluded from residentially zoned areas. This distinction will also be crucial if/when the state develops guiding language or uniform formatting for the residency or room and board agreements in the future.

#### **§ 6100.445. Integration.**

A setting in which a support is provided shall be integrated in the community and the individual shall have the same degree of community access and choice as an individual who is similarly situated in the community who does not have a disability and who does not receive an HCBS.

#### **Discussion 6100.445:**

Support as is.

#### **§ 6100.446. Facility characteristics relating to size of facility.**

(a) A residential facility that serves primarily persons with a disability, which was funded in accordance with Chapter 51 prior to \_\_\_\_\_ (*Editor's Note: The blank refers to the effective date of adoption of this proposed rulemaking.*), may not exceed a program capacity of eight.

(1) A duplex, two bilevel units and two side-by-side apartments are permitted as long as the total in both units does not exceed a program capacity of eight.

(2) With the Department's written approval, a residential facility with a program capacity of eight may move to a new location and retain the program capacity of eight.

~~—(b) A residential facility that serves primarily persons with a disability, which is newly funded in accordance with this chapter on or after \_\_\_\_\_ (*Editor's Note: The blank refers to the effective date of adoption of this proposed rulemaking.*), may not exceed a program capacity of four.~~

~~—(1) A duplex, two bilevel units and two side-by-side apartments are permitted as long as the total in both units does not exceed a program capacity of four.~~

~~—(2) With the Department's written approval, an intermediate care facility for individuals with an intellectual disability licensed in accordance with Chapter 6600 (relating to intermediate care facilities for individuals with an intellectual disability) with a licensed capacity of five, six, seven or eight individuals may convert to a residential facility funded in accordance with this chapter exceeding the program capacity of four.~~

(c) A day facility that serves primarily persons with a disability, which is newly-funded in accordance with this chapter on or after March 17, 2019, including an adult training facility licensed in accordance with Chapter 2380 (relating to adult training facilities) and a vocational facility licensed in accordance with Chapter 2390 (relating to vocational facilities), may not exceed a program capacity of 15 at any one time.

(1) The program capacity includes all individuals served by the facility including individuals funded through any funding source such as private-pay.

(2) Additional individuals funded through any funding source, including private pay, may not be served in the day facility to exceed the program capacity of 15 individuals at any one time.

**Discussion 6100.446:**

Community Rule does not specify an absolute cap on program size. Smaller size programs require additional staffing levels, additional facility costs, and contribute to the workforce shortage. (DHS itself has recently approved larger census programs for individuals with medical needs.) The CMS response 441.530(a)(2)(V): "We do not believe there is a maximum number that we could determine with certainty that the setting would meet the requirements of HCB setting. The focus should be on the experience of the individual in the setting."

**§ 6100.447. Facility characteristics relating to location of facility.**

(a) A residential or day facility, which is newly-funded in accordance with this chapter on or after \_\_\_\_\_ (*Editor's Note: The blank refers to the effective date of adoption of this proposed rulemaking.*), may not be located adjacent or in close proximity to the following:

- (1) Another human service residential facility.
- (2) Another human service day facility serving primarily persons with a disability.
- (3) A hospital.
- (4) A nursing facility.
- (5) A health or human service public or private institution.

(b) No more than 10% of the units in an apartment, condominium or townhouse development may be funded in accordance with this chapter.

(c) With the Department's written approval, a residential or day facility that is licensed in accordance with Chapter 2380, 2390, 6400 or 6500 prior to \_\_\_\_\_ (*Editor's Note: The blank refers to the effective date of adoption of this proposed rulemaking.*), and funded in accordance with Chapter 51 prior to \_\_\_\_\_ (*Editor's Note: The blank refers to the effective date of adoption of this proposed rulemaking.*), may continue to be eligible for HCBS participation.



(d) With the Department's written approval, an intermediate care facility for individuals with an intellectual disability licensed in accordance with Chapter 6600 (relating to intermediate care facilities for individuals with an intellectual disability) with a licensed capacity of eight or less individuals may be eligible for HCBS participation.

**Discussion 6100.447**

Defer to Final Rule

Concern over adjacent chg to CMS final rule

## **MEDICATION ADMINISTRATION**

**Discussion: Medication Administration**

There are two extremely important issues concerning the proposed new regulations pertaining to medication administration. These need to be addressed to prevent unintended negative consequences.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technology emerge.  
Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information, prevailing practices and technology emerge.
2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

As a ready example of the problem with codifying material which requires change over time, an area has been identified in which the proposed regulations are at odds with prevailing practices as detailed by Title 49 of the State Nursing Board. 49 PA. CODE CH. 21 explicitly provides for Licensed Practical Nurses to accept oral orders for administering medication. The proposed 6100.465 provision only allows this practice for Registered Nurses.

This discrepancy is instructive both to the specific issue regarding LPN's and to the process issue of codifying Nursing Practices content which changes from time to time according to authorities outside of the Department. It is noted that the provider system needs LPN's to be able to do all that state law provides for them to do. In the second case, we need regulations which do not lock providers to standards which may soon become obsolete due to new and

emerging best practices and advances.

A second example of the problem with trying to maintain this content in multiple places is that there are already discrepancies between the proposed 6100's and the Department's Approved Medication Administration Training. The training's required checklist for medication self-administration has discrepancies with the proposed regulation. There is also a notable practice discrepancy regarding pre-pouring of medications. We should avoid such confusion by maintaining this content in just one place, namely the Medication Administration Training module and not regulations.

#### **§ 6100.461. Self-administration.**

(a) The provider ~~shall~~ will provide an individual who has a prescribed medication with assistance, as needed, for the individual's self-administration of the medication.

(b) Assistance in the self-administration of medication ~~includes~~ may include helping the individual to ~~remember~~ adhere to the schedule for taking the medication, offering the individual the medication at the prescribed times, opening a medication container and storing the medication in a secure place.

(c) The ~~provider~~ PSP team shall ~~provide or arrange for~~ facilitate the utilization of assistive technology to support the individual's self-administration of medications.

(d) The PSP must identify if the individual is ~~unable~~ to self-administer medications.

(e) To be considered able to self-administer medications, an individual ~~shall~~ will ~~do all of the following~~:

(1) Be able to recognize and distinguish the ~~individual's~~ his/her medication.

(2) Know how much medication is to be taken.

(3) Know and understand the purpose for taking the medication.

(4) Know when the medication is to be taken. This knowledge may include reminders of the schedule and offering the medication at the prescribed times as specified in subsection (b).

~~(4)-(5)~~ Be able to take or apply the ~~individual's~~ his/her own medication with or without the use of assistive technology.

#### **Discussion 6100.**

**§ 6100.462. Medication administration.**

(a) ~~A provider whose staff persons or others are qualified to administer medications as specified in subsection (b) may provide medication administration for an individual who is unable to self-administer the individual's prescribed medication.~~ Persons who administer prescription medication or insulin injections to individuals shall receive training by the individual's source of healthcare or by the the prescribed department's medication administration model as required by chapters 2380, 2390, and 6400.

(b) A prescription medication that is not self-administered shall be administered by one of the following:

(1) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse, certified registered nurse practitioner, licensed practical nurse or licensed paramedic.

(2) A person who has completed the medication administration training as specified in § 6100.469 (relating to medication administration training) for the medication administration of the following:

(i) Oral medications.

(ii) Topical medications.

(iii) Eye, nose and ear prescription drop medications.

(iv) Insulin injections.

(v) Epinephrine injections for insect bites or other allergies.

(vi) Medications administered via G/U tube.

(c) Medication administration includes the following activities, based on the needs of the individual:

(1) Identify the correct individual.

(2) Remove the medication from the original container.

(3) Crush or split the medication as ordered by the prescriber.

(4) Place the medication in a medication cup or other appropriate container, or into the individual's hand, mouth or other route as ordered by the prescriber.

(5) If indicated by the prescriber's 00.163.163 order, measure vital signs and administer medications according to the prescriber's order.

(6) Injection of insulin or epinephrine in accordance with this chapter.

**Discussion 6100.462:**

We believe that there was an inadvertent problem created by the inclusion of standardize medications content across these four program areas, which would include the 6500 regulations. If the 6500 LifeSharing programs are included in this requirement, significant unintended consequence are likely to severely impact the viability and expansion of this program; one which the Department has repeatedly stated they desire to expand. A consequence as well for the inclusion of this provision for 6500 programs will be more institutional style program expectations in a program which should increasingly exemplify the ideals of Everyday Lives principals in an integrated and typical family fashion to the retest degree. LifeSharing (6500) service providers are not currently required to complete the ODP Medication Training Module. The Module is necessarily a very detailed training requiring at least two full days of training plus four subsequent observations. This level of intensive training is possible in 2380, 2390 and 6400 programs because they have staff who are employees with employer-controlled schedules and they have centralized access to administrative supports, in perhaps a less intrusive way than entering a family's home. These conditions do not exist and are not desirable for LifeSharing. LifeSharing is provided in people's homes.

LifeSharing providers are not employees who spend regular time at training locations, nor should they – they are typical families who work and live in the community. These families work their own independent jobs in the community and would be challenged just to have the physical access to go through this process. There is already a shortage of certified medication administration trainers contributing to this access problem. Requiring this additional training would necessarily result in losing some providers who are unable to connect with the available training times and places, and potentially separating an already established shared life situation with an individual. It would also add a new barrier for new family-providers at a time when the Department is trying to expand this service and providers trying to find and recruit willing families.

Another problem with this expansion of the Training Module into the 6500's involves the respite services which are crucial to helping LifeSharing providers to support individuals over the long-haul. Respite providers are often potential LifeSharing providers who are interested in gaining experience with the service and with individuals. These new/potential providers have not gone through full process as providers yet – adding this considerable step when they are not yet committed to the service would be destructive to the service.

Further concerns with requiring specific detailed training that can only come from service agencies to the 6500's is the necessity that we maintain LifeSharing providers' relationship as contracted supports rather than employees. The level of training specificity, the fact that it would be the "presumed employer" providing the training and the likelihood that LifeSharing providers would be taking the training alongside employees with no differentiation from the employees all implies an employee relationship which needs to be avoided if LifeSharing is

going to continue to be an efficient, community-based model. Clear expectations are established by the IRS and DOL which providers must explicitly follow to maintain explicit differences between independent contractors and employees.

Finally, there is also a simple matter of proportionality. LifeSharing providers generally only serve one individual and the individuals in Life Sharing are typically able to take more responsibility for themselves than individuals in the other licensure groups. LifeSharing providers are able to focus-in on the needs of their lifesharer. They do not need days of general information. To require the Medication Administration Module of them would be disproportionate to their task – in fact, it would change the nature of the service from family-like supports to medical-model “administration” of medical care.

#### **§ 6100.463. Storage and disposal of medications.**

(a) Prescription and nonprescription medications shall be kept in their original labeled containers, except for medications of individuals who self-administer medications and keep their medications in personal daily or weekly dispensing containers.

(b) ~~A prescription medication may not be removed from its original labeled container more than 2 hours in advance of the scheduled administration.~~ Prescription and potentially toxic nonprescription medications shall be kept in an area or container that is locked or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.

(c) ~~If insulin or epinephrine is not packaged in an individual dose container, assistance with or the administration of the injection shall be provided immediately upon removal of the medication from its original labeled container.~~ Prescription and potentially toxic nonprescription medications stored in a refrigerator shall be kept in a separate locked container or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.

(d) ~~Prescription medications and syringes, with the exception of epinephrine and epinephrine auto injectors, shall be kept in an area or container that is locked.~~ Prescription and nonprescription medications of individuals shall be stored under proper conditions of sanitation, temperature, moisture and light.

(e) ~~Epinephrine and epinephrine auto injectors shall be stored safely and kept easily accessible at all times. The epinephrine and epinephrine auto injectors shall be easily accessible to the individual if the epinephrine is self-administered or to the staff person who is with the individual if a staff person will administer the epinephrine.~~ Discontinued prescription medications of individuals shall be disposed of in a safe manner.

~~—(f) Prescription medications stored in a refrigerator shall be kept in an area or container that is locked.~~

~~—(g) Prescription medications shall be stored in an organized manner under proper conditions of sanitation, temperature, moisture and light and in accordance with the manufacturer's instructions.~~

~~—(h) Prescription medications that are discontinued or expired shall be destroyed in a safe manner according to the Department of Environmental Protection and applicable Federal and State regulations.~~

~~—(i) Subsections (a)–(d) and (f) do not apply for an individual who self-administers medication and stores the medication in the individual's private bedroom.~~

**Discussion 6100.463:**

Adapted from Ch. 6500

**§ 6100.464. Labeling of medications.**

The original container for prescription medications must be labeled with a pharmacy label that includes the following:

~~—(1) The individual's name.~~

~~—(2) The name of the medication.~~

~~—(3) The date the prescription was issued.~~

~~—(4) The prescribed dosage and instructions for administration.~~

~~—(5) The name and title of the prescriber.~~

(a) The original container for prescription medications of individuals shall be labeled with a pharmaceutical on the original bottle or label that includes the individual's name, the name of the medication, the date the prescription was issued, the prescribed dose, the expiration date, and the name of the prescribing physician.

(b) Nonprescription medications used by individuals shall be labeled with the original label.

**Discussion 6100.464:**

Copied/adapted from Chapter 6500.

**§ 6100.465. ~~Prescription medications.~~ Use of a prescription.**

- ~~—(a) A prescription medication shall be prescribed in writing by an authorized prescriber.~~
- ~~—(b) A prescription order shall be kept current.~~
- ~~—(c) A prescription medication shall be administered as prescribed.~~
- ~~—(d) A prescription medication shall be used only by the individual for whom the prescription was prescribed.~~
- ~~—(e) Changes in medication may only be made in writing by the prescriber or, in the case of an emergency, an alternate prescriber, except for circumstances in which oral orders may be accepted by a registered nurse in accordance with regulations of the Department of State. The individual's medication record shall be updated as soon as a written notice of the change is received.~~

(a) A prescription medication shall only be used by the individual for whom the medication was prescribed.

(b) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a written protocol as part of the PSP to address the social, emotional and environmental needs of the individual related to the symptoms of the diagnosed psychiatric illness.

(c) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a review with documentation by a licensed physician or a certified nurse practitioner at least every 3 months that includes the reason for prescribing the medication, the need to continue the medication and the necessary dosage.

#### **Discussion 6100.465:**

Adapted from Chapter 6500

#### **§ 6100.466. Medication records.**

- ~~—(a) A medication record shall be kept, including the following for each individual for whom a prescription medication is administered:~~
  - ~~—(1) Individual's name.~~
  - ~~—(2) Name and title of the prescriber.~~
  - ~~—(3) Drug allergies.~~
  - ~~—(4) Name of medication.~~
  - ~~—(5) Strength of medication.~~

- ~~—(6) Dosage form.~~
- ~~—(7) Dose of medication.~~
- ~~—(8) Route of administration.~~
- ~~—(9) Frequency of administration.~~
- ~~—(10) Administration times.~~
- ~~—(11) Diagnosis or purpose for the medication, including pro re nata.~~
- ~~—(12) Date and time of medication administration.~~
- ~~—(13) Name and initials of the person administering the medication.~~
- ~~—(14) Duration of treatment, if applicable.~~
- ~~—(15) Special precautions, if applicable.~~
- ~~—(16) Side effects of the medication, if applicable.~~
- ~~—(b) The information in subsection (a)(12) and (13) shall be recorded in the medication record at the time the medication is administered.~~
- ~~—(c) If an individual refuses to take a prescribed medication, the refusal shall be documented on the medication record. The refusal shall be reported to the prescriber within 24 hours, unless otherwise instructed by the prescriber. Subsequent refusals to take a prescribed medication shall be reported as required by the prescriber.~~
- ~~—(d) The directions of the prescriber shall be followed.~~

(a) A medication log listing the medications prescribed, dosage, time and date that prescription medications, including insulin, were administered, and the name of the person who administered the prescription medication or insulin shall be kept for each individual who does not self-administer medication.

(b) The information specified in subsection (a) shall be logged immediately after each individual's dose of medication.

(c) A list of prescription medications, the prescribed dosage and the name of the prescribing physician shall be kept for each individual who self-administers medication.

#### **Discussion 6100.464**

Adapted from Chapter 6500



**§ 6100.467. Medication errors.**

(a) Medication errors include the following:

(1) Failure to administer a medication.

(2) Administration of the wrong medication.

(3) Administration of the wrong amount of medication.

(4) Failure to administer a medication at the prescribed time, which exceeds more than 1 hour before or after the prescribed time.

~~—(5) Administration to the wrong person.~~

(6) Administration through the wrong route.

(b) A medication error shall be immediately reported as an incident as specified in § 6100.401 (relating to types of incidents and timelines for reporting) and to the prescriber.

(c) Documentation of medication errors and follow-up action taken ~~the prescriber's response shall~~ will be kept in the individual's record.

**Discussion 6100.467:**

Adapted from Chapter 6500

**~~§ 6100.468. Adverse reaction.~~**

~~—(a) If an individual has a suspected adverse reaction to a medication, the provider shall immediately consult a health care practitioner or seek emergency medical treatment.~~

~~—(b) An adverse reaction to a medication, the health care practitioner's response to the adverse reaction and the action taken shall be documented.~~

If an individual has a suspected adverse reaction to a medication, the healthcare provider will be contacted immediately. Documentation of adverse reactions shall be kept in the individual's record.

**Discussion 6100.468:**

Adapted from Chapter 6500

**§ 6100.469. Medication administration training.**

~~—(a) A person who has successfully completed a Department-approved medications administration course, including the course renewal requirements, may administer the following:~~

~~—(1) Oral medications.~~

~~—(2) Topical medications.~~

~~—(3) Eye, nose and ear drop medications.~~

(a) Prescription medications and insulin injections shall be administered according to the directions specified by a licensed physician, certified nurse practitioner or licensed physician's assistant.

(b) A person may administer insulin injections following successful completion of both:

(1) The course specified in subsection (a).

(2) A Department-approved diabetes patient education program within the past 12 months.

(c) A person may administer an epinephrine injection by means of an auto-injection device in response to anaphylaxis or another serious allergic reaction following successful completion of both:

(1) The course specified in subsection (a).

(2) Training relating to the use of an auto-injection epinephrine injection device provided by a licensed, registered or certified health care professional within the past 12 months.

(d) A record of the training shall will be kept including the person trained, the date, source, name of trainer and documentation that the course was successfully completed.

#### **Discussion 6100.**

#### **§ 6100.470. Exception for family members.**

Sections 6100.461—6100.463 and 6100.466—6100.469 do not apply to an adult relative of the individual who provides medication administration. An adult relative of the individual may administer medications to an individual without the completion of the Department-approved medications administration course.

#### **Discussion 6100.**

## GENERAL PAYMENT PROVISIONS

### § 6100.481. Departmental Established HCBS rates. ~~rates and classifications.~~

The Department will establish payment rates for HCBS as specified in subsections 6100.482 – 6100.711. Payment rates constitute the maximum payment for a particular HCBS.

- ~~—(a) An HCBS will be paid based on one of the following:~~
  - ~~—(1) Fee schedule rates.~~
  - ~~—(2) Cost based rates.~~
  - ~~—(3) Department established fees for the ineligible portion of residential habilitation.~~
  - ~~—(4) Managed care or other capitated payment methods.~~
  - ~~—(5) Vendor goods and services.~~
  - ~~—(6) A method established in accordance with a Federally approved waiver, including a Federally approved waiver amendment.~~
- ~~—(b) The Department will establish a fee per unit of HCBS as a Department established fee by publishing a notice in the *Pennsylvania Bulletin*.~~
- ~~—(c) The fee is the maximum amount the Department will pay.~~
- ~~—(d) The fee applies to a specific location and to a specific HCBS.~~

MOVE SUBSECTION (e) TO 6100.482 (j). ~~(e) The provider may not negotiate a different fee or rate with a county mental health and intellectual disability program if there is a fee or rate for the same HCBS at the specific HCBS location.~~

Discussion 6100.481: Subsections (a) (1) – (6) are not regulations but mere statements of possible future intent. Current state statute authorizes the Department to adopt regulations governing the provision of a payment for services such as HCBS. Separately, state statute authorizes the Department to contract with managed care organizations. A mere list of payment options serves no regulatory purpose and does not empower the Department to act beyond what it already may do.

### § 6100.482. Payment for HCBS services.

(a) The Department will ~~only~~ pay for an HCBS in accordance with this chapter, and Chapters 1101 and 1150 (relating to general provisions; and MA Program payment policies), ~~the Department's Federally-approved waivers and waiver amendments, and the State plan.~~

(b) When a provision in Chapter 1101 or 1150, a provision in a state plan or waiver amendment, is inconsistent with ~~this~~ the provisions of chapter, ~~this~~ the provisions of this chapter will ~~applies~~ apply.

(c) The Department will ~~only~~ pay for a reimbursable HCBS up to the maximum amount, duration and frequency as specified in the individual's approved PSP and as delivered by the provider.

(d) If an HCBS is payable under a third-party medical resource, the provider shall bill the third-party medical resource in accordance with § 1101.64 (relating to third-party medical resources (TPR)) before billing a Federal or State-funded program.

(e) If the HCBS is eligible under the State plan, the provider shall bill the program under the State plan before billing the HCBS waiver or State-funded programs.

(f) The provider shall document a third-party medical resource claim submission and denial for an HCBS under the State plan or a third-party medical resource agency.

(g) Medicaid payment, once accepted by the provider, constitutes payment in full.

(h) A provider who receives a supplemental payment for a support that is included as a support in the PSP, or that is eligible as an HCBS, shall return the supplemental payment to the payer. If the payment is for an activity that is beyond the supports specified in the PSP and for an activity that is not eligible as an HCBS, the private payment from the individual or another person is permitted.

~~—(i) The Department will recoup payments that are not made in accordance with this chapter and the Department's Federally-approved waivers and waiver amendments.~~

(j) The provider may not negotiate a different fee or rate with a county mental health and intellectual disability program if there is a fee or rate for the same HCBS at the specific HCBS

Discussion 6100.482: The Department is obligated to pay for HCBS services consistent with the provisions of this chapter 6100. To the extent that the Department seeks to impose any of the provisions of “waiver amendments” or the state plans as mandates, those provisions must be adopted as regulations in accordance with the Commonwealth’s regulatory review and approved process.

location. MOVED FROM 6100.481 SUBSECTION (e) TO 6100.482 (j).

**§ 6100.483. Title of a residential building.**

The title of a ~~debt-free~~ residential building owned by an enrolled provider shall remain with the enrolled provider.

**§ 6100.484. Provider billing.**

(a) The provider ~~shall~~ will submit payment claims consistent with the provisions of the chapter and in accordance with § 1101.68 (relating to invoicing for services).

(b) The provider ~~shall~~ will use the Department's information system, and forms specified by the Department, to submit payment claims.

(c) The provider ~~shall~~ will ~~only~~ submit payment claims ~~that are substantiated by~~ documentation as specified in § 6100.226 (relating to documentation of support delivery).

~~—(d) The provider may not submit a claim for a support that is inconsistent with this chapter, inappropriate to an individual's needs or inconsistent with the individual's PSP.~~

**§ 6100.485. Provider Audits.**

(a) ~~The provider shall comply with the~~ The following audit requirements apply to cost based payments:

(1) 2 CFR Part 200 (relating to uniform administrative requirements, cost principles, and audit requirements for Federal awards).

(2) The Single Audit Act (ADDED UNDERLINE) of 1984 (31 U.S.C.A. §§ 7501—7507).

(3) ~~Applicable Office of Management (ADDED UNDERLINE) and Budget Circulars and related applicable guidance issued by the United States Office of Management and Budget.~~

~~—(4) Applicable Federal and State statutes, regulations and audit requirements.~~

~~—(b) A provider that is required to have a single audit or financial related audit, as defined in Generally Accepted Government Auditing Standards, in accordance with 45 CFR 75.501(i) (relating to audit requirements) shall comply with the Federal audit requirements.~~

~~—(c) The Department or the designated managing entity may require the provider to have the provider's auditor perform an attestation engagement in accordance with any of the following:~~

~~—(1) Government Auditing Standards issued by the Comptroller General of the United States, known as Generally Accepted Government Auditing Standards.~~

- ~~—(2) Standards issued by the Auditing Standards Board.~~
- ~~—(3) Standards issued by the American Institute of Certified Public Accountants.~~
- ~~—(4) Standards issued by the International Auditing and Assurance Standards Board.~~
- ~~—(5) Standards issued by the Public Company Accounting Oversight Board.~~
- ~~—(6) Standards of a successor organization to the organizations in paragraphs (1) —(5).~~
- ~~—(d) The Department or the designated managing entity may perform an attestation engagement in accordance with subsection (c).~~
- ~~—(e) A Federal or State agency may request the provider to have the provider's auditor perform an attestation engagement in accordance with subsection (c).~~
- ~~—(f) The Department or the designated managing entity may perform nonaudit services such as technical assistance or consulting engagements.~~
- ~~—(g) The Department or the designated managing entity may conduct a performance audit in accordance with the standards in subsection (c).~~
- ~~—(h) The Department, a designated managing entity, an authorized Federal agency or an authorized State agency may direct the provider to have a performance audit conducted in accordance with the standards in subsection (c).~~
- ~~—(i) A provider that is not required to have a single audit during the Commonwealth fiscal year shall keep records in accordance with subsection (c).~~
- ~~—(j) The Department or the designated managing entity may perform a fiscal review of a provider.~~

Discussion 6100.485: Providers have the right to know the precise standards that will govern an audit of payments received under this Chapter 6100. Explain the Department's policy and legal justification for imposing so many different standards on HCBS providers. What other Provider type is subject to so many different audit standards?

#### **§ 6100.486. Provider Bidding Requirements.**

(a) ~~For~~ When procuring a supply supplies or equipment that total over \$10,000, the provider ~~shall will~~ obtain the supply supplies or equipment ~~using a process of~~ by competitive bidding or receipt of written estimates.

(b) The cost for supplies and equipment ~~will not exceed that~~ cannot exceed the amount that would be paid by a prudent person under the circumstances prevailing at the time the purchase decision was made to incur the cost(s). ~~must be the best price made by a prudent buyer.~~

(c) If a sole source purchase is necessary, the provider ~~shall keep~~ will maintain records that supporting the justification for the sole source purchase.

(d) As used in this section, a "sole source purchase" is one for which only one bid is obtained.

Discussion 6100.486: The rewrites above are necessary to clarify text and reflect the provisions of allowable cost in 2 C.F.R. Part 200.

#### **§ 6100.487. Loss or damage to property.**

If an individual's personal property is lost or damaged during the provision of an HCBS, the provider shall replace the lost or damaged property, or pay the individual the replacement value for the lost or damaged property, unless the damage or loss was the result of the individual's actions.

### **FEE SCHEDULE**

#### **§ 6100.571. Fee schedule rates.**

(a) Fee schedule rates, which include fees for residential ineligible services, will be established annually by the Department ~~using a market-based approach based on current data and independent data sources.~~

~~—(b) The Department will refresh the market-based data used in subsection (a) to establish fee schedule rates at least every 3 years.~~

(b) For Fiscal Year 2017-2018 the Department will apply the Medicare Home Health Market Basket Index to each fee schedule rate for each year from FY 2012-2013 through FY 2017-2018 to establish the FY 2017-2018 Fee Schedule Rates.

~~—(c) The market-based approach specified in subsection (a) will review and consider the following factors:~~

~~—(1) The support needs of the individuals.~~

~~—(2) Staff wages.~~

~~—(3) Staff related expenses.~~

~~—(4) Productivity.~~

~~—(5) Occupancy.~~

~~—(6) Program expenses and administration related expenses.~~

~~—(7) Geographic costs.~~

~~—(8) A review of Federally approved HCBS definitions in the waiver and determinations made about cost components that reflect costs necessary and related to the delivery of each HCBS.~~

~~—(9) A review of the cost of implementing Federal, State and local statutes, regulations and ordinances.~~

~~—(10) Other criteria that impact costs.~~

(c) On or before May 1, 2017, the Department will publish in the Pennsylvania Bulletin a notice that: (1) identifies the FY 2017-2018 Fee Schedule Rates; (2) explains in sufficient detail the FY 2017-2018 rate setting methodology; and (3) solicits public comments for 30 days.

~~(d) The Department will publish as a notice in the *Pennsylvania Bulletin* the factors in subsection (c) used to establish the rates and the fee schedule rates for public review and comment.~~

(d) On or before September 1, 2017, after review and consideration of the public comments it received, and consistent with subsection (b) above, the Department, by publication of notice in the Pennsylvania Bulletin, will publish the final FY 2017-2018 Fee Schedule Rates and rate setting methodology along with its responses to each comment received regarding the proposed FY 2017-2018 Fee Schedule and rate methodology.

~~—(e) The Department will pay for fee schedule supports at the fee schedule rate determined by the Department.~~

(e) For Fiscal Year 2018-2019, the Department will update the cost data base it relies on to establish fees so as to reflect providers' current cost experience and rate setting methodology that it relies on to establish the FY 2018-2019 Fee Schedule Rates to include the application of the Medicare Home Health Market Basket Index applicable to FY 2018-2019.

(f) The Department will annually update the cost data that it relies upon to establish Fee Schedule Rates.



(g) In every fiscal year after FY 2017-2018, The Department will follow the process and procedures described in subsections (c) above relating to the publication of proposed and adoption of final Fee Schedule Rates.

Discussion 6100.571: The proposed regulations reflect a statement of intent as opposed to establishing an enforceable standard of practice by the Department and fails to explain the precise methodology that ODP will actually rely upon to establish payment rates. ODP's proposed text essentially carries forward the worst elements of Chapter 51 – vagueness, unfettered discretion and lack of an affirmative duty to establish payment rates consistent with federal law (42 U.S.C. §1396 a(a)(30)(A). PAR's proposed amendments reflect adherence to aligning payments with allowable costs incurred by providers to meet the documented needs of Waiver Program consumers.

Providers are entitled to predictability, reliability, and accountability in the rate setting process. Reliance on statements about "review" and "consider" along with the vague reference to "criteria that impacts costs" are too imprecise and contrary to the Departments legal obligation to develop payment rates that are sufficient to meet the costs that providers must incur to meet the needs of their waiver program clients.

## **COST-BASED RATES AND ALLOWABLE COSTS**

### **§ 6100.641. Cost-based rate.**

(a) Sections 6100.642—6100.672 apply to cost-based rates.

(b) An HCBS eligible for reimbursement in accordance with §§ 6100.642—6100.672 includes residential habilitation and transportation.

### **§ 6100.642. Assignment of rate.**

(a) The provider will be assigned a cost-based rate for an existing HCBS at the location where the HCBS is delivered, with an approved cost report and audit, as necessary.

(b) If the provider seeks to provide a new HCBS, the provider will be assigned the area adjusted average rate of approved provider cost-based rates.

(c) A new provider with no historical experience will be assigned the area adjusted average rate of approved provider cost-based rates.

(d) If the provider fails to comply with the cost reporting requirements specified in this chapter without good cause and after consultation with the Department, the provider will be

assigned the lowest rate calculated Statewide based on all provider cost-based rates for an HCBS.

(e) Compliance with cost reporting requirements will be verified by the Department through a designated managing agency review or an audit, as necessary.

#### **§ 6100.643. Submission of cost report.**

(a) A cost report is a data collection tool issued used by the Department to collect expense and utilization information from a provider that may include supplemental schedules or addenda as requested by the Department.

(b) The provider shall will submit and the Department will review a cost report on a form specified by and in accordance with the instructions provided by the Department on an annual basis.

(c) Unless a written extension is granted by the Department, the cost report or the cost report addenda shall be submitted to the Department on or before the last Thursday in October for residential habilitation and on or before the last business day in the third week of February for transportation.

(d) A provider with one master provider index number shall submit one cost report for the master provider index number.

(e) A provider with multiple master provider index numbers may submit one cost report for all of its master provider index numbers or separate cost reports for each master provider index number.

(f) The provider shall submit a revised cost report if the provider's audited financial statement is materially different from a provider's cost report by more than 1%.

#### **§ 6100.644. Cost report.**

(a) The provider shall complete the cost report to reflect the actual costs and the allowable administrative costs of the HCBS provided to Waiver Program consumers.

(b) The cost report must contain information for the development of a cost-based rate as specified on the Department's form.

(c) A provider of a cost-based service shall will allocate eligible and ineligible allowable costs in accordance with the applicable Office of Management and Budget Circulars and related applicable guidance as issued by the United States Office of Management and Budget.

#### **§ 6100.645. Cost based rate setting.**

(a) The Department will use the each provider's most recently approved cost report, as adjusted by the most recent Medicare Home Health Market Basket Index, to establish the provider's cost based rates in each fiscal year. ~~cost-based rate setting methodology to establish a rate for cost-based services for each provider with a Department approved cost report.~~

~~(b) The approved cost, as adjusted by the most recent Medicare Home Health Market Basket Index, report will be used as the initial factor in the rate setting methodology to develop the allowable costs for cost-based services. to establish a Provider's cost based rates.~~

(e-b) The A provider shall will complete the cost report in accordance with this chapter prospectively.

(d-c) The cost data submitted by the a provider on the in an approved cost report, as adjusted by the Medicare Home Health Market Basket Index, will be used to set establish the provider's cost based rates.

(e-d) The Department, upon the publication of advance public notice and after consideration of public comments, will may adjust the cost report form and instructions based on changes in the support definitions in the Federally-approved waivers and waiver amendments from the prior cost reporting period.

(f-e) Prior to the effective date of the cost based rates, the Department will publish as a notice in the *Pennsylvania Bulletin* that explains the cost-based rate setting methodology for the fiscal year. ~~including the cost report review, outlier analysis, vacancy factor and rate assignment processes.~~

#### **§ 6100.646. Cost-based rates for residential habilitation.**

(a) The Department will review unit costs reported on a cost report.

(b) The Department will identify a unit cost as an outlier when that unit cost is at least one standard deviation outside the average unit cost as compared to other cost reports submitted.

(c) The Department, in setting rates, will divide a Provider's allowable costs by the Provider's billed days. ~~will apply a vacancy factor to residential habilitation rates.~~

(d) A provider may request can qualify the additional staffing costs above what is included in the Department-approved cost report rate for current staffing if there is a new individual entering the program who has above-average staffing needs or if an individual's needs have changed significantly as specified in the individual's PSP.

Discussion 6100.646: See discussion on 6100.571
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#### **§ 6100.647. Allowable costs.**

Allowable costs are documented costs that in their nature and amount are costs incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs and are ordinary and necessary costs for the provision of HCBS as prescribe in this Chapter.

- ~~—(a) A cost must be the best price made by a prudent buyer.~~
- ~~—(b) A cost must relate to the administration or provision of the HCBS.~~
- ~~—(c) A cost must be allocated and distributed to various HCBS or other lines of business among cost categories in a reasonable and fair manner and in proportion with the benefits provided to the HCBS or other lines of business among cost categories.~~
- ~~—(d) Allowable costs must include costs specified in this chapter and costs that are in accordance with the Department's Federally approved waivers and waiver amendments.~~
- ~~—(e) To be an allowable cost, the cost must be documented and comply with the following:~~
  - ~~—(1) Applicable Federal and State statutes, regulations and policies.~~
  - ~~—(2) Generally Accepted Government Auditing Standards and applicable Departmental procedures.~~
- ~~—(f) A cost used to meet cost sharing or matching requirements of another Federally funded program in either the current or a prior period adjustment is not allowable.~~
- ~~—(g) Transactions involving allowable costs between related parties shall be disclosed on the cost report.~~

#### **§ 6100.648. Donations.**

- ~~—(a) A provider may not report a donation that is restricted for a purpose other than for an allowable HCBS cost, and a donation that is unrestricted, but not used for an allowable HCBS cost.~~
- ~~—(b) If an unrestricted donation is used for an allowable HCBS cost, the provider shall claim an expense and offsetting revenue for the donation.~~
- ~~—(c) The provider shall report unrestricted donations used for an HCBS in accordance with the following:~~
  - ~~—(1) List the cash donation that benefits the direct or indirect expenditures on the cost report as income.~~

~~—(2) Reduce gross eligible expenditures in calculating the amount eligible for Departmental participation by the amount of the donation.~~

~~—(3) Fully disclose a noncash donation that exceeds \$1,000, either individually or in the aggregate, including the estimated value and intended use of the donated item.~~

Discussion 6100.648: In a single payer system, which does not reimburse a Provider's full allowable cost, why does the Department seek to impose limitations on donations? How is that remotely equitable?

~~—(4) If a donated item is sold, treat the proceeds from the sale as an unrestricted cash donation.~~

#### **§ 6100.649. Management fees.**

A cost included in the provider's management fees must meet the standards in § 6100.647 (relating to allowable costs).

#### **§ 6100.650. Consultants.**

(a) The cost of an independent consultant necessary for the administration or provision of an HCBS is an allowable cost.

(b) The provider shall have a written agreement with a consultant. The written agreement must include the following:

(1) The administration or provision of the HCBS service to be provided.

(2) The rate of payment.

~~—(3) The method of payment.~~

Discussion 6100.650: The Department must explain the necessity for (b)(3) and (c)

~~—(c) The provider may not include benefits as an allowable cost for a consultant.~~

#### **§ 6100.651. Governing board.**

(a) Compensation for governing board member duties is not an allowable cost.

(b) Allowable costs for a governing board member include the following:

(1) Meals, lodging and transportation while participating in a board meeting or function.

(2) Liability insurance coverage for a claim against a board member that was a result of the governing board member performing official governing board duties.

(3) Training related to the delivery of an HCBS.

(c) Allowable expenses for governing board meals, lodging and transportation, paid through HCBS funding, are limited to the Commonwealth-established reimbursement limits applicable for Commonwealth employees.

(1) Nothing in this subsection restricts the amount supplemented by the provider.

(2) Nothing in this subsection applies Commonwealth-established policies and practices beyond the reimbursement limits for meals, lodging and transportation.

#### **§ 6100.652. Compensation.**

(a) Compensation for staff persons, including pension, health care and accrued leave benefits, is an allowable cost.

~~(b) A bonus or severance payment, that is part of a separation package, is not an allowable cost.~~

(c) Internal Revenue Service statutes and regulations and applicable Office of Management and Budget Circulars and related applicable guidance as issued by the United States Office of Management and Budget apply regarding compensation, benefits, bonuses and severance payments.

Discussion 6100.652: The provisions in (b) are covered in (c)
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#### **§ 6100.653. Training.**

The cost of training related to the delivery of an HCBS is an allowable cost.

#### **§ 6100.654. Staff recruitment.**

The cost relating to staff recruitment is an allowable cost.

#### **§ 6100.655. Travel.**

(a) A travel cost, including meals, lodging and transportation, is allowable.

(b) Allowable expenses for meals, lodging and transportation, paid through HCBS funding, are limited to the Commonwealth-established reimbursement limits applicable for Commonwealth employees.

(1) Nothing in this subsection restricts the amount supplemented by the provider.

(2) Nothing in this subsection applies Commonwealth-established policies and practices beyond the reimbursement limits for meals, lodging and transportation.

#### **§ 6100.656. Supplies.**

The purchase of a supply is an allowable cost if the supply is used in the normal course of business and purchased in accordance with applicable Office of Management and Budget Circulars and related applicable guidance as issued by the United States Office of Management and Budget.

#### **§ 6100.657. Rental equipment and furnishing.**

Rental of equipment or furnishing is an allowable cost if the rental is ~~more~~ as cost-efficient ~~than~~ as purchasing.

#### **§ 6100.658. Communication.**

The following communication costs that support the administration or provision of an HCBS are allowable costs:

(1) Telephone.

(2) Internet connectivity.

(3) Digital imaging.

(4) Postage.

(5) Stationary.

(6) Printing.

#### **§ 6100.659. Rental of administrative space.**

(a) The cost of rental of an administrative space, from a related or unrelated party for a programmatic purpose for an HCBS, is allowable, subject to the following:

(1) A new lease with an unrelated party must contain a provision that the cost of rent may not exceed the rental charge for similar space in that geographical area.

(2) The cost of rent under a lease with a related party is limited to the lessor's actual allowable costs as provided in § 6100.663 (relating to fixed assets of administrative buildings).

(3) The rental cost under a sale-leaseback transaction, as described in Financial Accounting Standards Board Accounting Standards Codification Section 840-40, as amended, is allowable up to the amount that would have been allowed had the provider continued to own the property.

(b) The allowable cost amount may include an expense for the following:

(1) Maintenance.

(2) Real estate taxes as limited by § 6100.660 (relating to occupancy expenses for administrative buildings).

(c) The provider shall only include expenses related to the ~~minimum~~ amount of space necessary for the provision of the HCBS.

(d) A rental cost under a lease which is required to be treated as a capital lease under the Financial Accounting Standards Board Accounting Standards Codification Section 840-10-25-1, as amended, is allowable up to the amount that would have been allowed had the provider purchased the property on the date the lease agreement was executed.

~~—(e) An unallowable cost includes the following:~~

~~—(1) Profit.~~

~~—(2) Management fee.~~

~~—(3) A tax not incurred had the provider purchased the space.~~

**§ 6100.660. Occupancy expenses for administrative buildings.**

(a) The following costs are allowable costs for administrative buildings:

(1) The cost of a required occupancy-related tax and payment made instead of a tax.

(2) An associated occupancy cost charged to a specified service location. The associated occupancy cost shall be prorated in direct relation to the amount of space utilized by the service location.

(3) The cost of an occupancy-related tax or payment made instead of a tax, if it is stipulated in a lease agreement.

(4) The cost of a certificate of occupancy.

(b) The provider shall keep documentation that a utility charge is at fair market value.



(c) The cost of real estate taxes, net of available rebates and discounts, whether the rebate or discount is taken, is an allowable cost.

(d) The cost of a penalty resulting from a delinquent tax payment, including a legal fee, is not an allowable cost.

**§ 6100.661. Fixed assets.**

(a) A fixed asset cost is an allowable cost.

(b) The provider shall determine whether an allowable fixed asset shall be capitalized, depreciated or expensed in accordance with the following conditions:

(1) The maximum allowable fixed asset threshold as defined in applicable Office of Management and Budget Circulars and related applicable guidance as issued by the United States Office of Management and Budget.

(2) Purchases below the maximum allowable fixed asset threshold shall be expensed.

(c) The provider shall select the method used to determine the amount of depreciation charged in that year for the year of acquisition.

(d) The provider shall include depreciation based on the number of months or quarters the asset is in service or a half-year or full-year of depreciation expense.

(e) The provider may not change the method or procedure, including the estimated useful life and the convention used for an acquisition, for computing depreciation without prior written approval from the Department.

(f) The provider acquiring a new asset shall have the asset capitalized and depreciated in accordance with the Generally Accepted Government Auditing Standards. The provider shall continue using the depreciation method previously utilized by the provider for assets purchased prior to July 1, 2011.

(g) The provider shall keep the following:

(1) The title to any fixed assets that are depreciated.

(2) The title to any fixed assets that are expensed or loans amortized using Department funding.

~~—(h) The provider shall use income received when disposing of fixed assets to reduce gross eligible expenditures in determining the amount eligible for Departmental participation as determined by the cost report.~~

(i) A provider in possession of a fixed asset shall do the following:

- (1) Maintain a fixed asset ledger or equivalent document.
  - (2) Utilize reimbursement for loss, destruction or damage of a fixed asset by using the proceeds towards eligible waiver program expenditures.
  - ~~—(3) Perform an annual physical inventory at the end of the funding period or Commonwealth fiscal year. An annual physical inventory is performed by conducting a physical verification of the inventory listings.~~
  - ~~—(4) Document discrepancies between physical inventories or fixed asset ledgers.~~
  - (5) Maintain inventory reports and other documents in accordance with this chapter.
  - ~~—(6) Offset the provider's total depreciation expense in the period in which the asset was sold or retired from service by the gains on the sale of assets.~~
- (j) The cost basis for depreciable assets must be determined and computed as follows:
- (1) The purchase price if the sale was between unrelated parties.
  - (2) The seller's net book value at the date of transfer for assets transferred between related parties.
  - (3) The cost basis for assets of an agency acquired through stock purchase will remain unchanged from the cost basis of the previous owner.
- (k) Participation allowance is permitted up to 2% of the original acquisition cost for fully depreciated fixed assets.
- (1) Participation allowances shall only be taken for as long as the asset is in use.
  - ~~—(2) Participation amounts shall be used for maintaining assets, reinvestment in the program or restoring the program due to an unforeseen circumstance.~~
  - (3) Depreciation and participation allowance may not be expensed at the same time for the same asset.

Discussion 6100.661:

For (h): This is likely an oversight by the drafter: Fixed assets are overwhelmingly purchased with Fixed-Rate or Ineligible revenues (not by provider choice, they are not Eligible residential expenses). To start moving funds between the Eligible and Ineligible or Eligible and Fixed-Rate (Cost-Based and Set Cost) sides of accounting is problematic and invites comingling of funds in various directions. Under the existing methodology, segregation of accounts is necessary: Fixed-Rate funds should pay for Fixed Rate costs and Cost-Based funds should pay for Cost-Based expenses.

**§ 6100.662. Motor vehicles.**

The cost of the purchase or lease of motor vehicles and the operating costs of the vehicles is an allowable cost in accordance with the following:

(1) The cost of motor vehicles through depreciation, participation allowance, expensing or amortization of loans for the purchase of a vehicle is an allowable expense. Depreciation and lease payments are limited in accordance with the annual limits established under section 280F of the Internal Revenue Code (26 U.S.C.A. § 280F).

(2) The provider shall keep a daily log detailing the use, ~~maintenance and services activities~~ of vehicles.

(3) The provider shall analyze the cost differences between leasing and purchase of vehicles and the most practicable economic alternative shall be selected.

(4) The provider shall keep documentation of the cost analysis.

(5) The personal use of the provider's motor vehicles is prohibited unless a procedure for payback is established and the staff person reimburses the program for the personal use of the motor vehicle.

**§ 6100.663. Fixed assets of administrative buildings.**

(a) An administrative building acquired prior to June 30, 2009, that is in use for which the provider has an outstanding original loan with a term of 15 years or more is an allowable cost for the provider to continue to claim principal and interest payments for the administrative or nonresidential building over the term of the loan.

(b) The provider shall ensure a down payment made as part of the asset purchase shall be considered part of the cost of the administrative building or capital improvement and depreciated over the useful life of the administrative building or capital improvement.

~~—(c) The provider shall receive prior written approval from the Department for a planned major renovation of an administrative building with a cost above 25% of the original cost of the administrative building being renovated.~~

(d) The provider shall use the depreciation methodology in accordance with § 6100.661 (relating to fixed assets).

(e) The provider may not claim a depreciation allowance on an administrative building that is donated.

~~—(f) If an administrative building is sold or the provider no longer utilizes the administrative building for an HCBS, the Department shall recoup the funded equity either directly or through rate setting. As used in this subsection, "funded equity" is the value of property over the liability on the property.~~

~~—(1) The provider shall be responsible for calculating the amounts reimbursed and the amounts shall be verified by an independent auditor.~~

~~—(2) As an alternative to recoupment, with Department approval, the provider may reinvest the reimbursement amounts from the sale of the administrative or nonresidential building into any capital asset used in the program.~~

(g) The title of any administrative building acquired and depreciated shall remain with the enrolled provider.

#### **§ 6100.664. Residential habilitation vacancy.**

~~—(a) The Department will establish a vacancy factor for residential habilitation that is included in the cost-based rate setting methodology.~~

~~—(b) The vacancy factor for residential habilitation shall be calculated based on all the provider's residential habilitation locations.~~

(c) The A provider may not limit the an individual's leave days.

(d) The grounds for a change in a provider or a transfer of an individual against the individual's wishes under § 6100.303 (relating to reasons for a transfer or a change in a provider) do not apply to a transfer under subsection (e).

(e) The provider may not transfer an individual due to the individual's absence until after the provider has received written approval from the Department.

#### **§ 6100.665. Indirect costs.**

(a) An indirect cost is an allowable cost if the following criteria are met:

(1) The provider shall have a cost allocation plan.

(2) Costs are authorized in accordance with applicable Office of Management and Budget Circulars and related applicable guidance as issued by the United States Office of Management and Budget and § 6100.647 (relating to allowable costs).

(b) The provider shall consider the reason the cost is an indirect cost, as opposed to a direct cost, to determine the appropriate cost allocation based on the benefit to the HCBS.

(c) If a cost is identified as an indirect cost, the cost will remain an indirect cost as long as circumstances remain unchanged.

~~—(d) The provider shall select an allocation method to assign an indirect cost in accordance with the following:~~

~~—(1) The method is best suited for assigning a cost with a benefit derived.~~

~~—(2) The method has a traceable cause and effect relationship.~~

~~—(3) The cost cannot be directly attributed to an HCBS.~~

~~—(e) The provider shall allocate a general expense in a cost group that is more general in nature to produce a result that is equitable to both the Department and the provider.~~

#### **§ 6100.666. Moving expenses.**

(a) The actual cost associated with the relocation of a waiver support location is allowable.

~~—(b) Moving expenses for an individual is allowable if the provider receives approval from the Department or the designated managing entity prior to the move.~~

#### **§ 6100.667. Interest expense.**

(a) Short-term borrowing is a debt incurred by a provider that is due within 1 year.

(b) Interest cost of short-term borrowing from an unrelated party to meet actual cash flow requirements for the administration or provision of an HCBS is an allowable cost.

#### **§ 6100.668. Insurance.**

The cost for an insurance premium is allowable if it is limited to the ~~minimum~~ amount needed to cover the loss or provide for replacement value, including the following:

~~—(1) General liability.~~

~~—(2) Casualty.~~

~~—(3) Property.~~

~~—(4) Theft.~~

~~—(5) Burglary insurance.~~

~~—(6) Fidelity bonds.~~

~~—(7) Rental insurance.~~

~~—(8) Flood insurance, if required.~~

~~—(9) Errors and omissions.~~

**§ 6100.669. Other allowable costs.**

(a) The following costs are allowable if they are related to the administration of HCBS:

(1) Legal fees with the exception of those listed in subsection (b).

(2) Accounting fees, including audit fees.

(3) Information technology costs.

(4) Professional membership dues for the provider, excluding dues or contributions paid to lobbying groups.

(5) Self-advocacy or advocacy organization dues for an individual, excluding dues or contributions paid to lobbying groups. This does not include dues paid to an organization that has as its members, or is affiliated with an organization that represents, individuals or entities that are not self-advocates or advocates.

(b) Legal fees for prosecution of claims against the Commonwealth and expenses incurred for claims against the Commonwealth are ~~not allowable unless in full if the provider prevails at the hearing.~~ In the event the Commonwealth and the Provider amicably resolve the Provider's

Discussion 6100.669: Where a Provider in good faith challenges Department action and the parties resolve the dispute and so avoid the cost and uncertainty of time consuming litigation for both parties, the legal fees and costs incurred by the provider must be recognized.

claim(s), one-half of the provider's documented legal fees are allowable costs.

**§ 6100.670. Start-up cost.**

(a) A start-up cost shall be utilized only for a one-time activity related to one of the following:

(1) Opening a new location.

(2) Introducing a new product or support.

(3) Conducting business in a new geographic area.

(4) Initiating a new process.

(5) Starting a new operation.

(b) Within the approved waiver appropriation, a start-up cost may be approved and authorized by the Department in accordance with the Department's Federally-approved waivers and waiver amendments.

(c) A start-up cost shall be authorized in accordance with Standard Operating Procedure 98-5 issued by the American Institute of Certified Public Accountants (SOP 98-5), as amended.

**§ 6100.671. Reporting of start-up cost.**

(a) A start-up cost that has been reimbursed by the Department shall be reported as income.

(b) A start-up cost within the scope of Standard Operating Procedure 98-5 shall be expensed as the costs are incurred, rather than capitalized.

**§ 6100.672. ~~Cap on~~ Start-up cost(s).**

(a) ~~A cap on start-up cost will be established by the Department.~~ The Department will pay up to \$40,000 for approved start-up costs.

(b) A request for a waiver in accordance with § 6100.43 (relating to regulatory waiver) may be requested if the waiver conditions in § 6100.43 and one of the following conditions are met:

(1) The start-up cost provides greater independence and access to the community.

(2) The start-up cost is necessary to meet life safety code standards.

(3) The cost of the start-up activity is more cost effective than an alternative approach.

**ROOM AND BOARD**

**§ 6100.681. Room and board applicability.**

Sections 6100.682—6100.694 apply for the room and board rate charged to the individual for residential habilitation.

**§ 6100.682. Support to the individual.**

(a) If an individual is not currently receiving SSI benefits, the provider shall provide support to the individual to contact the appropriate county assistance office.

(b) If an individual is denied SSI benefits, the provider shall assist the individual in filing an appeal, if desired by the individual.

(c) The provider shall assist the individual to secure information regarding the continued eligibility of SSI for the individual.

**§ 6100.683. No delegation permitted.**

The provider shall collect the room and board from the individual or the person designated by the individual directly and may not delegate that responsibility.

**§ 6100.684. Actual provider room and board cost.**

(a) The total amount charged for the individual's share of room and board may not exceed the actual documented value of room and board provided to the individual, minus the benefits received as specified in § 6100.685 (relating to benefits).

(b) The provider shall compute and document actual provider room and board costs each time an individual signs a new room and board residency agreement.

(c) The provider shall keep documentation of actual provider room and board costs.

**§ 6100.685. Benefits.**

(a) The provider shall assist an individual in applying for energy assistance, rent rebates, food stamps and similar benefits.

(b) If energy assistance, rent rebates, food stamps or similar benefits are received, the provider shall deduct the value of these benefits from the documented actual provider room and board cost as specified in § 6100.684 (relating to actual provider room and board cost) before deductions are made to the individual's share of room and board costs.

(c) An individual's energy assistance, rent rebates, food stamps or similar benefits may not be considered as part of an individual's income or resources.

(d) The provider may not use the value of energy assistance, rent rebates, food stamps or similar benefits to increase the individual's share of room and board costs beyond actual room and board costs as specified in § 6100.684.

**§ 6100.686. Room and board rate.**

(a) If the actual provider room and board cost as specified in § 6100.684 (relating to actual provider room and board cost), less any benefits as specified in § 6100.685 (relating to benefits), is more than 72% of the SSI maximum rate, the following criteria shall be used to establish the room and board rate:

(1) An individual's share of room and board may not exceed 72% of the SSI maximum rate.



(2) The proration of board costs shall occur after an individual is on leave from the residence for a consecutive period of 8 days or more. This proration may occur monthly, quarterly or semiannually as long as there is a record of the board costs that were returned to the individual.

(b) If an individual has earned wages, personal income from inheritance, Social Security or other types of income, the provider may not assess the room and board cost for the individual in excess of 72% of the SSI maximum rate.

(c) If available income for an individual is less than the SSI maximum rate, the provider shall charge 72% of the individual's available monthly income as the individual's monthly obligation for room and board.

(d) An individual shall receive at least the monthly amount as established by the Commonwealth and the Social Security Administration for the individual's personal needs allowance.

#### **§ 6100.687. Documentation.**

If the actual provider room and board cost charged to an individual as specified in § 6100.684 (relating to actual provider room and board cost) is less than 72% of the SSI maximum rate, the provider shall keep the following documentation:

(1) The actual value of the room and board is less than 72% of the current maximum SSI monthly benefit.

(2) The Social Security Administration's initial denial of the individual's initial application for SSI benefits and the upholding of the initial denial through at least one level of appeal.

#### **§ 6100.688. Completing and signing the room and board residency agreement.**

(a) The provider shall ensure that a room and board residency agreement, on a form specified by the Department, is completed and signed by the individual annually.

(b) If an individual is adjudicated incompetent to handle finances, the individual's court-appointed legal guardian shall sign the room and board residency agreement.

(c) If an individual is 18 years of age or older and has a designated person for the individual's benefits, the designated person and the individual shall sign the room and board residency agreement.

(d) The room and board residency agreement shall be completed and signed in accordance with one of the following:

(1) Prior to an individual's admission to residential habilitation.

(2) Prior to an individual's transfer from one residential habilitation location or provider to another residential habilitation location or provider.

(3) Within 15 days after an emergency residential habilitation placement.

**§ 6100.689. Modifications to the room and board residency agreement.**

(a) If an individual pays rent directly to a landlord, and food is supplied through a provider, the room provisions shall be deleted from the room and board residency agreement and the following shall apply:

(1) The individual shall pay 32% of the SSI maximum rate for board.

(2) If an individual's income is less than the SSI maximum rate, 32% of the available income shall be charged to fulfill the individual's monthly obligations for board.

(b) If an individual pays rent to a provider, but the individual purchases the individual's own food, the board provisions shall be deleted from the room and board residency agreement and the following shall apply:

(1) The individual shall pay 40% of the SSI maximum rate for room.

(2) If an individual's income is less than the SSI maximum rate, 40% of the available income shall be charged to fulfill the individual's monthly obligations for room.

**§ 6100.690. Copy of room and board residency agreement.**

(a) A copy of the completed and signed room and board residency agreement shall be given to the individual, the individual's designated person and the individual's court-appointed legal guardian, if applicable.

(b) A copy of the completed and signed room and board residency agreement shall be kept in the individual's record.

**§ 6100.691. Respite care.**

There may not be a charge for room and board to the individual for respite care if respite care is provided for 30 days or less in a Commonwealth fiscal year.

**§ 6100.692. Hospitalization.**

There may not be a charge for room and board to the individual after 30 consecutive days of being in a hospital or rehabilitation facility and the individual is placed in reserved capacity.

**§ 6100.693. Exception.**

There may not be a charge for board to the individual if the individual does not take food by mouth.

**§ 6100.694. Delay in an individual's income.**

If a portion or all of the individual's income is delayed for 1 month or longer, the following apply:

(1) The provider shall inform the individual, the individual's designated person or the individual's court-appointed legal guardian in writing that payment is not required or that only a small amount of room and board payments is required until the individual's income is received.

(2) Room and board shall be charged to make up the accumulated difference between room and board paid and room and board charged according to the room and board residency agreement.

**~~DEPARTMENT ESTABLISHED FEE FOR INELIGIBLE PORTION~~**

**~~§ 6100.711. Fee for the ineligible portion of residential habilitation.~~**

~~—(a) The Department will establish a fee for the ineligible portion of payment for residential habilitation services in accordance with....~~

~~—(b) The Department established fee will be established using a market-based approach based on current data and independent data sources.~~

~~—(c) The Department will refresh the market-based data used in subsection (a) to establish Department-established fees at least every 3 years.~~

~~—(d) The market-based approach specified in subsection (c) will review and consider the following factors:~~

~~—(1) The support needs of the individuals.~~

~~—(2) Staff wages.~~

~~—(3) Staff related expenses.~~

~~—(4) Productivity.~~

~~—(5) Occupancy.~~

~~—(6) Custodial and maintenance expenses.~~

~~—(7) Geographic costs.~~

~~—(8) A review of approved HCBS definitions and determinations made about cost components that reflect costs necessary and related to the delivery of each HCBS.~~

~~—(9) A review of the cost of implementing Federal, State and local statutes, regulations and ordinances.~~

~~—(10) Other criteria that impact costs.~~

~~—(e) The Department will publish as a notice in the *Pennsylvania Bulletin* the factors in subsection (d) used to establish the rates and the fee schedule rates for public review and comment.~~

~~—(f) The Department will pay for Department established fee supports at the fees determined by the Department.~~

Discussion 6100.711: Language added to 6100.571 covers this section

## **ENFORCEMENT COMPLIANCE**

### **§ 6100.741. Sanctions Compliance Remedies.**

~~—(a) The Department has the authority to may enforce assure compliance with the provisions of this chapter through an array of sanctions the imposition of the remedies described in this section and 55 Pa Code § 1101.74 – 1101.77. The specific remedy will be determined by the nature and scope of the regulatory infraction.~~

~~—(b) A sanction may be implemented by the Department for the following:~~

~~—(1) One or more regulatory violations of this chapter.~~

~~—(2) Failure to submit an acceptable corrective action plan in accordance with the time frame specified by the Department and as specified in § 6100.42(e) (relating to monitoring compliance).~~

~~—(3) Failure to implement a corrective action plan or a directed corrective action plan, including the compliance steps and the timelines in the plan.~~

~~—(4) Fraud, deceit or falsification of documents or information related to this chapter.~~

~~—(5) Failure to provide free and full access to the Department, the designated managing entity, or other authorized Federal or State officials.~~

~~—(6) Failure to provide documents or other information in a timely manner upon the request of the Department, the designated managing entity, or an authorized Federal or State agency.~~

Discussion 6100.741 This section merely repeats and so was incorporated into Section 6100.571

**§ 6100.742. Array of sanctions. Remedies**

(a) Upon the determination, after affording a provider the opportunity to challenge any proposed sanction under 55 Pa Code Chapter 41, that a provider has committed a regulatory violation, the Department may apply the following remedies:

- (1) Recouping, suspending or disallowing a payment to the provider..
- (2) Terminating a provider agreement for participation in an HCBS waiver program.
- (3) Prohibiting the delivery of supports services to a new individual.
- (4) Prohibiting the provision of specified supports services at a specified location.
- (5) Prohibiting the enrollment of a new support location.
- ~~(6) Ordering the appointment of a master as approved by the Department, at the provider's expense and not eligible for reimbursement from the Department, to manage and direct the provider's operational, program and fiscal functions.~~
- (7) Removing an individual from a premise.

**~~§ 6100.743. Consideration as to type of sanction utilized.~~**

~~—(a) The Department has full discretion to determine and implement the type of sanction it deems appropriate in each circumstance specified in § 6100.741(b) (relating to sanctions).~~

~~—(b) The Department has the authority to implement a single sanction or a combination of sanctions.~~

~~—(c) 6100.742 (b) The Department may will consider the following variables facts when determining and implementing a sanction or combination of sanctions a remedy:~~

- ~~(1) The seriousness of the condition infraction specified in § 6100.741(b).~~
- ~~(2) The continued nature of the condition infraction in § 6100.741(b).~~
- ~~(3) The repeated nature of the condition infraction in § 6100.741(b).~~
- ~~—(4) A combination of the conditions specified in § 6100.741(b).~~
- ~~—(5) The history of provisional licenses issued by the Department.~~

~~—(6) The history of compliance with this chapter, Departmental regulations such as licensure regulations and applicable regulations of other State and Federal agencies.~~

Discussion 6100.743: The Department, in determining the nature and scope of a particular remedy, may not act in capricious disregard of the facts that underlie the regulatory violation. The note on that the Department “may” consider “variables” in determining a remedy is unsupported in law. Here again, the Department wrongly presumes unfettered discretion in its application of regulations. The Department is duty-bound to act in accordance with actual facts and must avoid the contrary, untenable and mistaken view that it possesses “full discretion” to take any action in an otherwise regulated environment.

**~~§ 6100.744. Additional conditions and sanctions.~~**

~~—In addition to sanctions and sanction conditions specified in this chapter, the provider is subject to the following:~~

~~—(1) Sections 1101.74, 1101.75, 1101.76 and 1101.77.~~

Discussion 6100.744: This section was incorporated into §6100.741.

~~—(2) Other Departmental sanctions as provided by applicable law.~~

# **Collins-CHAPTER 6400. COMMUNITY HOMES FOR INDIVIDUALS WITH AN INTELLECTUAL DISABILITY OR AUTISM**

## **GENERAL PROVISIONS**

### **§ 6400.1. Introduction.**

This chapter is based on the principle of integration and the right of the individual with an intellectual disability **or autism** to live a life which is as close as possible in all aspects to the life which any member of the community might choose. For the individual with an intellectual disability **or autism** who requires a residential service, the design of the service ~~shall be~~ is made with the individual's unique needs in mind so that the service ~~will~~ can facilitate the person's ongoing growth and development.

#### **Discussion 6400.1.**

### **§ 6400.2. Purpose.**

~~The purpose of this~~ This chapter sets forth the minimum requirements that govern ~~is to protect the health, safety and well-being of individuals with an intellectual disability or autism, through the formulation, implementation and enforcement of minimum requirements for the operation of community homes for individuals with an intellectual disability or autism.~~

#### **Discussion 6400.2.**

### **§ 6400.3. Applicability.**

(a) This chapter applies to community homes for individuals with an intellectual disability **or autism**, except as provided in subsection (f).

(b) This chapter contains the minimum requirements that ~~shall~~ must be met to obtain a certificate of compliance. A certificate of compliance ~~shall~~ must be obtained prior to operation of a community home for individuals with an intellectual disability **or autism**.

(c) This chapter applies to profit, nonprofit, publicly funded and privately funded homes.

(d) The Department will inspect each home serving nine or more individuals ~~shall be inspected by the Department each every year~~. Every home must have an ~~and shall have an~~ individual certificate of compliance specific ~~for each building~~ to the home.

(e) ~~Each~~ When an agency operates one or more homes serving eight or fewer individuals, ~~shall have at least the Department will conduct a sample of it's the agency's homes inspected by~~

~~the Department~~ each year. The certificate of compliance issued to an agency ~~shall~~ will specify the location and maximum capacity of each home the agency is permitted to operate.

(f) This chapter does not apply to the following entities:

(1) Private homes of persons providing care to a relative with an intellectual disability **or autism**.

(2) Residential facilities operated by the Department.

(3) Intermediate care facilities for individuals with an intellectual disability licensed by the Department in accordance with Chapter 6600 (relating to intermediate care facilities for individuals with an intellectual disability) **or intermediate care facilities for individuals with other related conditions**.

(4) Foster family care homes licensed by the Office of Children, Youth and Families of the Department that serve only foster care children.

(5) Summer camps.

(6) Facilities serving exclusively personal care home, drug and alcohol, mental health or domiciliary care residents.

(7) Residential homes for three or fewer people with an intellectual disability **or autism** who are 18 years of age or older and who need a yearly average of 30 hours or less direct staff contact per week per home.

(8) Child residential facilities which serve exclusively children, which are regulated under Chapter 3800 (relating to child residential and day treatment facilities).

(g) This chapter does not measure or assure compliance with other applicable Federal, State and local statutes, regulations, codes and ordinances. It is the responsibility of the home to comply with other applicable laws, regulations, codes and ordinances.

#### **Discussion 6400.3.**

#### **§ 6400.4. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Adult*—A person 18 years of age or older.



*Adult Autism Waiver* - An HCBS Federal waiver program approved under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) and designed to provide community-based supports to meet the specific needs of adults with autism spectrum disorders

*Agency*—A person or legally constituted organization operating one or more community homes for people with an intellectual disability **or autism** serving eight or fewer individuals.

*Aversive Conditioning* - The application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

~~**Autism—A developmental disorder defined by the edition of the *Diagnostic and Statistical Manual of Mental Disorders*, or its successor, in effect at the time the diagnosis is made. The term includes autistic disorder, Asperger's disorder and autism spectrum disorder.**~~

*Autism spectrum disorder (ASD)* - A developmental disorder defined and diagnosed in accordance with criteria established in the Diagnostic and Statistical Manual latest edition in effect at time of diagnosis.

*Base-funded services*: A service funded exclusively by a grant to a county under the Mental Health and Intellectual Disability Act of 1966 or Article XIV-B of the Human Services Code.

*Based-funded support coordination* - A program designed to provide community-based support to locate, coordinate and monitor needed support for individuals who receive support through base-funding.

*Chemical restraint* - Use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug prescribed by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as treatment prior to or following a medical or dental examination or treatment.

*Community home for individuals with an intellectual disability **or autism** (home)*—A building or separate dwelling unit in which residential care is provided to one or more individuals with an intellectual disability **or autism**, except as provided in § 6400.3(f) (relating to applicability). Each apartment unit within an apartment building is considered a separate home. Each part of a duplex, if there is physical separation between the living areas, is considered a separate home.

~~**[Content discrepancy—A difference between what was determined at the ISP meeting by the plan team and what is documented in the written ISP.]**~~

*Corrective action plan* - a document prepared by a provider following a written determination by the Department of non-compliance with a provision(s) of this Chapter. The plan establishes timelines, person(s) responsible for the implementation and monitoring of corrective action steps.

*Dangerous behavior* – A decision, behavior or action by an individual that creates or is highly likely to result in harm or to place the individual and/or other persons at risk of harm.

*Department*—The Department of Human Services of the Commonwealth.

*Dignity of risk* - Respecting an individual's expression of self-determination, even when it may adversely impact his/her health, safety, or well-being.

*Direct service support worker*—A person whose ~~primary~~ principal job function is to provide services to an individual who attends the provider's facility.

**[Documentation—Written statements that accurately record details, substantiate a claim or provide evidence of an event.]**

*Exclusion* – when an individual voluntarily or willingly removes himself/herself from his/her immediate environment and places himself/herself alone in a room or an area.

*Family*—the person or people who are related to or determined by the individual as family

*Fire safety expert*—A local fire department, fire protection engineer, State certified fire protection instructor, college instructor in fire science, county or State fire school, volunteer fire person trained by a county or State fire school or an insurance company loss control representative.

*HCBS—Home and community-based support*—An activity, service, assistance or product provided to an individual that is funded through a Federally-approved waiver program or the Medical Assistance State Plan.

**[ISP—Individual Support Plan—The comprehensive document that identifies services and expected outcomes for an individual.]**

*Incident* - A situation or occurrence that has a high likelihood of a negative impact on an individual.

*Individual*—An ~~individual~~ adult or child who received a home and community-based intellectual disability or autism support or base-funded services. ~~with an intellectual disability or autism who resides, or receives residential respite care, in a home and who is not a relative of the owner of the home.~~

*Intellectual disability*—Subaverage general intellectual functioning which originates during the developmental period and is associated with impairment of one or more of the following:

—(i) ~~Maturation.~~

—(ii) ~~Learning.~~

~~—(iii) Social adjustment.~~

*Individual*—An adult or child who receives a home and community-based intellectual disability or autism support or base-funded services.

*Mechanical restraint* - A device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints. A mechanical restraint does not include:

- (i) A device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.
- (ii) A device prescribed by a health care practitioner to protect the individual in the event of a seizure.

*Natural support*—An activity or assistance that is provided by family, friends, or other community members without expectation of payment

*Non-conformity* - Failure to conform to or meet the expectations outlined within this chapter.

~~[Outcomes—Goals the individual and individual's plan team choose for the individual to acquire, maintain or improve.~~

~~—Plan lead—The program specialist, when the individual is not receiving services through an SCO.~~

~~—Plan team—The group that develops the ISP.]~~

~~**PSP—Person-centered support plan.**~~ Person-Centered Support Plan (PSP): The comprehensive plan for each individual that is developed using a person-centered process and includes HCBS, risks and mitigation of risks, and individual outcomes for a participant.

*Physical restraint* - A physical (manual) hands-on technique that lasts longer than 30 consecutive seconds and restricts, immobilizes, or reduces an individual's ability to move his/her arms, legs, head, or other body parts freely.

*Positive interventions* - actions or activities intended to prevent, modify, decrease or eliminate challenging behaviors. These interventions or positive behavior supports include, but are not limited to: environmental adaptations or modifications, identifying and addressing physical and behavioral health symptoms, voluntary physical exercise, health and wellness practices, redirection, praise, modeling, conflict resolution, trauma informed care, de-escalation, and reinforcing desired behavior (contingent and non-contingent rewards).

*Pressure point techniques* - The application of pain for the purpose of achieving compliance. This technique does not include utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

*Provider*—~~An entity or person that enters into an agreement with the Department to deliver a service to an individual.~~ The person, entity or organization that is authorized to deliver services under the Medical Assistance Program.

*Relative*—A parent, child, stepparent, stepchild, grandparent, grandchild, brother, sister, half brother, half sister, aunt, uncle, niece or nephew.

***Restraint*—A physical, chemical or mechanical intervention used to control acute, episodic behavior that restricts the movement or function of the individual or a portion of the individual's body, including an intervention approved as part of the PSP or used on an emergency basis.**

*SC—Supports coordinator*—An SCO employee whose primary job functions are to locate, coordinate and monitor services provided to an individual when the individual is receiving services from an SCO.

*SCO—Supports coordination organization*—A provider that delivers the services of locating, coordinating and monitoring services provided to an individual.

*Seclusion* - Involuntary confinement of an individual in a room or area from which the individual is physically prevented from leaving.

*Services*—~~Actions or assistance provided to the individual to support the achievement of an outcome.~~ An activity, assistance or product provided to an individual that is funded through a federally approved waiver program, the State plan, or base funding. A service includes HCBS, supports coordination, targeted support management, agency with choice, an organized health care delivery system, vendor goods and services, base-funding service, unless specifically exempted otherwise within this chapter.

*State plan*—The Commonwealth's approved Title XIX State Plan.

*Support coordination* - an HCBS Federal waiver program under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) designed to provide community-based support to locate, coordinate and monitor needed HCBS and other support for individuals.

*Vendor* - A directly-enrolled provider that sells goods or services to the general public, as well as to an HCBS program.

*Volunteer* - A person who works without compensation and under the supervision of an authorized provider or family member alone with an individual in the performance of a service

**Discussion 6400.4.**

All definitions for these regulations should be included in Chapter 6400., and the definitions should be the same across Chapter 6100 and all licensing regulations. Definitions should be consistent and clear with the intent to facilitate communication and understanding. Deleting definitions from the program regulations and including them within Chapter 6100 and the licensing regulations promotes clarity, consistency, and reduces administrative burden across applicable services and programs.

**GENERAL REQUIREMENTS****§ 6400.15. Self-assessment of homes.**

(a) The agency shall complete a self-assessment of each home the agency operates serving eight or fewer individuals, within 3 to 6 months prior to the expiration date of the agency's certificate of compliance, to measure and record compliance with this chapter.

(b) The agency shall use the Department's licensing inspection instrument for the community homes for individuals with an intellectual disability **or autism** regulations to measure and record compliance.

(c) A copy of the agency's self-assessment results and a written summary of corrections made shall be kept by the agency for at least 1 year.

**Discussion 6400.15.****§ 6400.18. ~~[Reporting of unusual incidents.]~~ Incident report and investigation.**

~~[(a) An unusual incident is abuse or suspected abuse of an individual; injury, trauma or illness of an individual requiring inpatient hospitalization; suicide attempt by an individual; violation or alleged violation of an individual's rights; an individual who is missing for more than 24 hours or who could be in jeopardy if missing at all; alleged misuse or misuse of individual funds or property; outbreak of a serious communicable disease as defined in 28 Pa. Code § 27.2 (relating to specific identified reportable diseases, infections and conditions); an incident requiring the services of a fire department or law enforcement agency; and any condition that results in closure of the home for more than 1 day.~~

~~—(b) Written policies and procedures on the prevention, reporting, investigation and management of unusual incidents shall be developed and kept at the home.~~

~~—(c) The home shall orally notify the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the~~

~~Department, within 24 hours after abuse or suspected abuse of an individual or an incident requiring the services of a fire department or law enforcement agency occurs.~~

~~—(d) The home shall initiate an investigation of the unusual incident and complete and send copies of an unusual incident report on a form specified by the Department to the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department, within 72 hours after an unusual incident occurs.~~

~~—(e) The home shall send a copy of the final unusual incident report to the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department at the conclusion of the investigation.~~

~~—(f) A copy of unusual incident reports relating to an individual shall be kept in the individual's record.~~

~~—(g) A copy of unusual incident reports relating to the home itself, such as those requiring the services of a fire department, shall be kept.~~

~~—(h) The individual's family or guardian shall be immediately notified in the event of an unusual incident relating to the individual, if appropriate.]~~

(a) ~~The A provider shall will report the following incidents, and alleged incidents and suspected incidents through the Department's information management system within 24 hours of discovery by a staff person having knowledge of the incident:~~

(1) Death.

(2) Suicide attempt.

(3) Inpatient admission to a hospital.

(4) Visit to an emergency room.

(5) Abuse.

(6) Neglect.

(7) Exploitation.

(8) ~~An individual who is missing for more than 24 hours or who could be in jeopardy if missing at all.~~ An individual if missing for more than 24 hours or if the individual is in immediate jeopardy if missing for any period of time.

(9) Law enforcement activity.

- (10) Injury requiring treatment beyond first aid.**
- (11) Fire requiring the services of the fire department.**
- (12) Emergency closure.**
- (13) Use of an inappropriate or unnecessary restraint.**
- (14) Theft or misuse of individual funds.**
- (15) A violation of individual rights.**

**(b) ~~The individual and the persons designated by the individual shall be notified immediately upon discovery of an incident relating to the individual.~~ A home will report the following incidents in the Department's information management system within 72 hours of the occurrence or discovery of the incident:**

- (1) A medication administration error.**

**(c) ~~The home shall keep documentation of the notification in subsection (a).~~ The individual and person(s) designated by the individual shall be notified upon discovery of an incident related to the individual.**

**(d) The incident report, redacted to exclude information about another individual and the reporter, unless the reporter is the individual who receives the report, shall be available to the individual, and persons designated by the individual, upon request.**

**(e) The home shall take immediate action to protect the health, safety and well-being of the individual following the initial knowledge or notice identification of an incident, alleged incident and/or suspected incident.**

**(f) The home shall will initiate an investigation of an incident certain incidents within 24 hours of the occurrence or discovery by a staff person of the incident of the following:**

- (1) Death**
- (2) Abuse**
- (3) Neglect**
- (4) Exploitation**
- (5) Missing person**
- (6) Theft or misuse of individual funds**
- (7) Violations of individuals rights**
- (8) Unauthorized or inappropriate use of a restraint**
- (9) Rights violation**
- (10) Individual to individual sexual abuse and serious injury**

**(g) ~~A Department-certified incident investigator shall conduct the incident investigation of the incident listed in subsection (a). The incident investigation will be thorough and conducted by a Department-certified incident instructor.~~**

**(h) ~~The home shall will finalize the incident report in the Department's information management system or on a form specified by the Department within 30 days of discovery of the incident by a staff person.~~ by including additional information about the incident, results of a required investigation and corrective actions taken within 30 days of the occurrence or discovery of the incident unless an extension is filed.**

**(i) ~~The A home shall will provide the following information to the Department as part of the final incident report:~~**

**(1) Any known additional detail about the incident.**

**(2) The results of the incident investigation.**

**(3) A description of the corrective action(s) taken or planned in response to an the incident as necessary.**

**(4) Additional action(s) taken to protect the health, safety and well-being of the individual. (5) The person responsible for implementing the corrective action.**

**(6) The date the corrective action was implemented or is to be implemented.**

**Discussion 6400.18.**

**Wording on the investigative entees as well as additional reporting older adults, child line or adult protective services needs to be added.**

**§ 6400.19. ~~[Reporting of deaths.]~~ Incident procedures to protect the individual.**

**~~[(a) The home shall complete and send copies of a death report on a form specified by the Department to the county intellectual disability program of the county in which the home is located, the funding agency and the regional office of the Department, within 24 hours after a death of an individual occurs.~~**

**~~—(b) The home shall investigate and orally notify the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department within 24 hours after an unusual or unexpected death occurs.~~**

**~~—(c) A copy of death reports shall be kept in the individual's record.~~**



~~—(d) The individual's family or guardian shall be immediately notified in the event of a death of an individual.]~~

~~(a) In investigating an incident, the home shall review and consider the following needs of the affected individual:~~ In reviewing a serious incident, or pattern of incidents, a home will review and consider the following needs of the affected individual(s):

- (1) Potential risks.
- (2) Health care information.
- (3) Medication history and current medication.
- (4) Behavioral health history.
- (5) Incident history.
- (6) Social needs.
- (7) Environmental needs.
- (8) Personal safety.

(b) The home shall will monitor an individual's risk for recurring incidents and implement corrective action, as appropriate.

(c) The home shall will work cooperatively with the support coordinator or targeted manager and the PSP team to revise the PSP if indicated by the incident investigation, as needed.

**Discussion 6400.19.**

Wording on the investigative entees as well as additional reporting older adults, child line or adult protective services needs to be added.

**§ 6400.20. [~~Record of incidents.~~] Incident analysis.**

~~[The home shall maintain a record of individual illnesses, seizures, acute emotional traumas and accidents requiring medical attention but not inpatient hospitalization, that occur at the home.]~~

(a) The home shall complete the following for each confirmed incident:

- (1) Analysis to determine the root cause of the incident.

(2) **Corrective action.**

(3) **A strategy to address the potential risks to the affected individual.**

(b) **The home shall will review and analyze all reportable incidents ~~and conduct a trend analysis at least every 3 months.~~**

(c) **As part of the review, The a home shall will identify and implement preventive measures when appropriate to attempt to reduce:**

(1) **The number of incidents.**

(2) **The severity of the risks associated with the incident.**

(3) **The likelihood of an incident recurring.**

(d) **The home shall educate staff persons and the individual based on the circumstances of the incident. will provide training/retraining to staff persons and the individual, based on the outcome of the incident analyses as necessary.**

(e) **The home shall analyze incident data continuously and take actions to mitigate and manage risks. will monitor incident data and take actions to mitigate and manage risk factors as necessary.**

#### **Discussion 6400.20**

**Reporting older adults, child line or adult protective services needs to be added and how and when corrective actions will be evaluated**

*(Editor's Note: The following section is new and printed in regular type to enhance readability.)*

#### **§ 6400.24. Applicable laws and regulations.**

The home shall comply with applicable Federal, State and local laws, regulations and ordinances.

#### **Discussion 6400.24.**

### **INDIVIDUAL RIGHTS**

#### **§ 6400.31. [~~Informing and encouraging exercise~~] Exercise of rights.**

~~[(a) Each individual, or the individual's parent, guardian or advocate, if appropriate, shall be informed of the individual's rights upon admission and annually thereafter.~~

~~—(b) Statements signed and dated by the individual, or the individual's parent, guardian or advocate, if appropriate, acknowledging receipt of the information on rights upon admission and annually thereafter, shall be kept.~~

~~—(c) Each individual shall be encouraged to exercise his rights.]~~

(a) An individual may not be deprived of rights as provided under § 6400.32 (relating to rights of the individual). An approved PSP will be deemed consistent with an individual's rights.

(b) ~~An individual shall be continually supported to exercise the individual's rights.~~ An individual will be provided services, supports, and accommodations to assist the individual to understand and to actively exercise rights as he/she chooses. The services, supports, and accommodation necessary for the individual to understand and activity exercise rights as they choose will be funded by the Department as part of the PSP.

~~(c) An individual shall be provided the support and accommodation necessary to be able to understand and actively exercise the individual's rights.~~

~~(d)~~(c) An individual may not be reprimanded, punished or retaliated against for exercising the individual's rights.

(e)(d) A court's written order that restricts an individual's rights shall be followed.

~~—(f) A court-appointed legal guardian may exercise rights and make decisions on behalf of an individual in accordance with a court order.~~

~~—(g) An individual who has a court-appointed legal guardian, or who has a court order restricting the individual's rights, shall be involved in decision making in accordance with the court order.~~

(h)(e) An individual has the right to designate persons to assist in decision making on behalf of the individual.

#### **Discussion 6400.31.**

***Better ability to support individual choice in areas in addition to ones that are reflective of federal mandated actions.***

#### **§ 6400.32. Rights of the individual.**

**[An individual may not be deprived of rights.]**

**(a)** An individual may not be discriminated against because of race, color, creed, disability, religious affiliation, ancestry, gender, gender identity, sexual orientation, national origin or age.

**(b)** ~~An individual has the right to civil and legal rights afforded by law, including the right to vote, speak freely, and practice the religion of his choice or to practice no religion.~~ An individual has the right to the same civil legal, and human rights afforded by law to all people.

**(c)** ~~An individual may not be abused, neglected, mistreated, exploited, abandoned or subjected to corporal punishment.~~ An individual has the right to be free from abuse, neglect, mistreatment, exploitation, abandonment or be subjected to corporal punishment

~~**(d)** An individual shall be treated with dignity and respect.~~

**(e)(d)** ~~An individual has the right to make choices and accept risks.~~ An individual has the right to make informed choices and accept personal risks that do not pose a threat to the individual's and/or another person's health, safety, or well-being.

**(f)(e)** An individual has the right to refuse to participate in activities and supports.

**(g)(f)** An individual has the right to control the his/her individual's own schedule and activities in accordance to their PSP.

~~**(h)** An individual has the right to privacy of person and possessions.~~

~~**(i)** An individual has the right of access to and security of the individual's possessions.~~

~~**(j)** An individual has the right to voice concerns about the supports the individual receives.~~

**(k)(g)** An individual has the right to participate in the development and implementation of the PSP.

**(l)(h)** An individual has the right to receive scheduled and unscheduled visitors, and to communicate and meet privately with persons of the individual's choice, at any time.

**(m)(i)** An individual has the right to unrestricted access to send and receive mail and other forms of communications, unopened and unread by others.

**(n)(j)** An individual has the right to unrestricted and private access to telecommunications.

**(o)(k)** An individual has the right to manage and access his own finances.

**(p)(l)** An individual has the right to choose persons with whom to share a bedroom.

(q)(m) An individual has the right to furnish and decorate the individual's bedroom and the common areas of the home.

(r)(n) An individual has the right to lock the individual's bedroom door.

(s)(o) An individual has the right to access food at any time.

(t)(p) An individual has the right to make informed health care decisions.

<b>Discussion 6400.32.</b>
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§ 6400.33. ~~[Rights of the individual.]~~ Negotiation of choices.

~~[(a) An individual may not be neglected, abused, mistreated or subjected to corporal punishment.]~~

~~—(b) An individual may not be required to participate in research projects.~~

~~—(c) An individual has the right to manage personal financial affairs.~~

~~—(d) An individual has the right to participate in program planning that affects the individual.~~

~~—(e) An individual has the right to privacy in bedrooms, bathrooms and during personal care.~~

~~—(f) An individual has the right to receive, purchase, have and use personal property.~~

~~—(g) An individual has the right to receive scheduled and unscheduled visitors, communicate, associate and meet privately with family and persons of the individual's own choice.~~

~~—(h) An individual has the right to reasonable access to a telephone and the opportunity to receive and make private calls, with assistance when necessary.~~

~~—(i) An individual has the right to unrestricted mailing privileges.~~

~~—(j) An individual who is of voting age shall be informed of the right to vote and shall be assisted to register and vote in elections.~~

~~—(k) An individual has the right to practice the religion or faith of the individual's choice.~~

~~—(l) An individual has the right to be free from excessive medication.~~

~~—(m) An individual may not be required to work at the home, except for the upkeep of the individual's personal living areas and the upkeep of common living areas and grounds.]~~

(a) An individual's rights shall will be exercised so that another individual's rights are not violated.

(b) Choices shall will be negotiated by the affected individuals in accordance with the home's procedures for the individuals to resolve differences and make choices.

**Discussion 6400.33. *Better ability to support individual choice in areas in addition to ones that are reflective of federal mandated actions.***

§ 6400.34. [Civil] Informing of rights.

~~[(a) An individual may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, national origin, age or sex.~~

~~—(b) The home shall develop and implement civil rights policies and procedures. Civil rights policies and procedures shall include the following:~~

~~—(1) Nondiscrimination in the provision of services, admissions, placement, use of the home, referrals and communication with non-English speaking and nonverbal individuals.~~

~~—(2) Physical accessibility and accommodations for individuals with physical disabilities.~~

~~—(3) The opportunity to lodge civil rights complaints.~~

~~—(4) Informing individuals of their right to register civil rights complaints.]~~

(a) The home shall inform and explain individual rights to the individual, and persons designated by the individual, upon admission to the home and annually thereafter.

(b) The home shall keep a copy of the statement signed by the individual, or the individual's court-appointed legal guardian, acknowledging receipt of the information on individual rights.

**Discussion 6400.34.**

## STAFFING

§ 6400.44. Program specialist.

(a) A minimum of ~~[one]~~ 1 program specialist shall be assigned for every 30 individuals. A program specialist shall be responsible for a maximum of 30 people, including people served in other types of services.

(b) The program specialist shall be responsible for the following:

- ~~[(1) Coordinating and completing assessments.~~
- ~~—(2) Providing the assessment as required under § 6400.181(f) (relating to assessment).~~
- ~~—(3) Participating in the development of the ISP, ISP annual update and ISP revision.~~
- ~~—(4) Attending the ISP meetings.~~
- ~~—(5) Fulfilling the role of plan lead, as applicable, under §§ 6400.182 and 6400.186(f) and (g) (relating to development, annual update and revision of the ISP; and ISP review and revision).~~
- ~~—(6) Reviewing the ISP, annual updates and revisions under § 6400.186 for content accuracy.~~
- ~~—(7) Reporting content discrepancy to the SC, as applicable, and plan team members.~~
- ~~—(8) Implementing the ISP as written.~~
- ~~—(9) Supervising, monitoring and evaluating services provided to the individual.~~
- ~~—(10) Reviewing, signing and dating the monthly documentation of an individual's participation and progress toward outcomes.~~
- ~~—(11) Reporting a change related to the individual's needs to the SC, as applicable, and plan team members.~~
- ~~—(12) Reviewing the ISP with the individual as required under § 6400.186.~~
- ~~—(13) Documenting the review of the ISP as required under § 6400.186.~~
- ~~—(14) Providing the documentation of the ISP review to the SC, as applicable, and plan team members as required under § 6400.186(d).~~
- ~~—(15) Informing plan team members of the option to decline the ISP review documentation as required under § 6400.186(e).~~
- ~~—(16) Recommending a revision to a service or outcome in the ISP as provided under § 6400.186(e)(4).~~

~~—(17) Coordinating the services provided to an individual.~~

~~—(18) Coordinating the training of direct service workers in the content of health and safety needs relevant to each individual.~~

~~—(19) Developing and implementing provider services as required under § 6400.188 (relating to provider services).]~~

(1) Coordinating the completion of assessments.

(2) Participating in the PSP process, PSP development, PSP team reviews and the implementation of the PSP in accordance with this chapter.

(3) Providing and supervising activities for the individuals in accordance with the PSPs.

(4) Supporting the integration of individuals in the community.

(5) Supporting individual communication and involvement with families and friends.

(c) A program specialist shall have one of the following groups of qualifications:

(1) A master's degree or above from an accredited college or university and 1 year of work experience working directly with individuals with an intellectual disability or autism.

(2) A bachelor's degree from an accredited college or university and 2 years of work experience working directly with individuals with an intellectual disability or autism.

(3) An associate's degree or 60 credit hours from an accredited college or university and 4 years of work experience working directly with individuals with an intellectual disability or autism.

<b>Discussion 6400.44.</b>
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**§ 6400.45. Staffing.**

(a) A minimum of one staff person for every eight individuals shall be awake and physically present at the home when individuals are awake at the home.

(b) A minimum of **[one] 1** staff person for every 16 individuals shall be physically present at the home when individuals are sleeping at the home.

(c) An individual may be left unsupervised for specified periods of time if the absence of direct supervision is consistent with the individual's assessment and is part of the



individual's [ISP] PSP, as an outcome which requires the achievement of a higher level of independence.

(d) The staff qualifications and staff ratio as specified in the [ISP] PSP shall be implemented as written, including when the staff ratio is greater than required under subsections (a), (b) and (c).

(e) An individual may not be left unsupervised solely for the convenience of the residential home or the direct service worker.

**Discussion 6400.45.**

§ 6400.46. [Staff] Emergency training.

~~[(a) The home shall provide orientation for staff persons relevant to their responsibilities, the daily operation of the home and policies and procedures of the home before working with individuals or in their appointed positions.~~

~~—(b) The home shall have a training syllabus describing the orientation specified in subsection (a).~~

~~—(c) The chief executive officer shall have at least 24 hours of training relevant to human services or administration annually.~~

~~—(d) Program specialists and direct service workers who are employed for more than 40 hours per month shall have at least 24 hours of training relevant to human services annually.~~

~~—(e) Program specialists and direct service workers shall have training in the areas of intellectual disability, the principles of integration, rights and program planning and implementation, within 30 calendar days after the day of initial employment or within 12 months prior to initial employment.~~

~~—(f)~~ (a) Program specialists and direct service workers shall be trained before working with individuals in general fire safety, evacuation procedures, responsibilities during fire drills, the designated meeting place outside the building or within the fire safe area in the event of an actual fire, smoking safety procedures if individuals or staff persons smoke at the home, the use of fire extinguishers, smoke detectors and fire alarms, and notification of the local fire department as soon as possible after a fire is discovered.

[(g)] (b) Program specialists and direct service workers shall be trained annually by a fire safety expert in the training areas specified in subsection [(f)] (a).

~~[(h)]~~ (c) Program specialists and direct service workers and at least one person in a vehicle while individuals are being transported by the home[,] shall be trained before working with individuals in first aid techniques.

~~[(i)]~~ (d) Program specialists, direct service workers and drivers of and aides in vehicles shall be trained within 6 months after the day of initial employment and annually thereafter, by an individual certified as a trainer by a hospital or other recognized health care organization, in first aid, Heimlich techniques and cardio-pulmonary resuscitation.

~~—[(j)] Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and staff persons attending, shall be kept.]~~

**Discussion 6400.46.**

*(Editor's Note: Sections 6400.50—6400.52 are new and printed in regular type to enhance readability.)*

**§ 6400.50. Annual training plan.**

~~(a) The home shall design an annual training plan based on the needs of the individuals as specified in the individuals' PSPs, other data and analysis indicating staff person training needs and as required under §§ 6400.46 and 6400.52 (relating to emergency training; and annual training).~~ The home will design an annual training plan based on the needs specified in the individual's PSP and the provider's quality improvement strategy.

(b) The annual training plan ~~must~~ will include the orientation program as specified in § 6400.51 (relating to orientation program).

(c) The annual training plan ~~must~~ will include training ~~aimed at~~ intended to improve the knowledge, skills and core competencies of the staff persons to be trained.

~~—(d) The annual training plan must include the following: The plan shall address the need for training in basics such as rights, facilitating community integration, honoring choice and supporting individuals to maintain relationships.~~

~~—(1) The title of the position to be trained.~~

~~—(2) The required training courses, including training course hours, for each position.~~

(e) The plan will explain how the provider will assure that staff understand their responsibilities around the promotion of individual rights and the reporting of suspected rights violations, abuse or neglect in accordance with the regulations that define those rights and responsibilities.

(f) The plan will explain how the provider will assure that staff understand the safe and appropriate use of positive interventions, including the training in the plans which are unique for any one person served.

(g) The plan will include the following positions

(1) paid staff with client contract;

(2) paid and unpaid interns who provide reimbursed supports to an individual and work alone with individuals;

(3) volunteers who provide reimbursed supports to an individual and who work alone with individuals.

(h) The annual training plan shall include the following

(1) the title of the position to be trained

(2) the required training courses including the training course hours for each position

(i) Records of orientation and training including the training source, content, dates, length of training, copies of certificate receive and persons attending shall be kept.

(j) The provider shall keep a training record for each person trained

#### **Discussion 6400.50.**

The purpose for a training plan is defeated by the idea that specific subjects or specific number of hours will address the needs of the clients or the organization. The training plan must be created based on an assessment that is by definition unique. As agencies analyze the needs of the people they support, the knowledge created in the field and their assessment of performance, a flexible, customized, quality focused plan will emerge. This new section collapses the critical elements of section 141 and 143 into one streamlined and accountable set of standards to not only maintain the basics, but to advance our work to the next level.

Collapse 6400.50 and 6400.52 into one section.

#### **§ 6400.51. Orientation program.**

(a) ~~Prior to working alone with individuals, and within 30 days after hire, the following shall complete the orientation program as described in subsection (b):~~ Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will complete the orientation program as described in subsection (b):

(1) Management, program, administrative and fiscal staff persons.

(2) Dietary, housekeeping, maintenance and ancillary staff persons.

(3) Direct service workers, including full-time and part-time staff persons.

(4) Volunteers who will ~~work alone~~ interact with individuals.

(5) Paid and unpaid interns who will ~~work alone~~ interact with individuals.

(6) Consultants who will ~~work alone~~ interact with individuals.

(b) The orientation program must encompass the following areas:

~~(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~

(2)(1) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with sections 701—708 of the Older Adults Protective Services Act (35 P.S. §§ 10225.701—10225.708), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable protective services regulations.

(3)(2) Individual rights.

(4)(5) Recognizing and reporting incidents.

~~(5) Job-related knowledge and skills.~~

(c) Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will also complete orientation training that incorporates application of person-centered practices such as including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships:

(1) Management, program, administrative and fiscal staff persons.

(2) Direct support staff persons, including full-time and part-time staff persons.

(3) Household members who will provide a reimbursed support to the individual.

(4) Life sharers.

(5) Records of orientation training, including the training source, content, dates, length of training, copies of certificates received and persons attending shall be kept.

(6) The provider will maintain a training record for each person trained

(e) Anyone that works alone with an individual as part of an HCBS must complete orientation program, as described in subsection (b), within 30 days of hire.

**Discussion 6400.51.**

Focus on reducing the need for certain training in different levels. Open up the training of the basics to those who interact with individuals. Focus on protecting the individuals and limiting the extensive training requirements for certain positions.

As noted in discussion section of 6400.50 the provisions included in 6400.50 (e) and (f) should be added to this section in order to clearly indicate the need for documentation and record of training.

This section is geared towards licensed providers. Remove AWC, OHCDS from the regulations and modify this section for unlicensed providers and transportation trip providers. Payment rates must be increased significantly for unlicensed providers and Transportation trip providers if they are expected to comply fully with this section. This list is not fully inclusive and infers that transportation mile individuals (OHCDS/AWC) who are reimbursed but not household members do not need training. Also, the inclusion of volunteers, management staff is problematic for unlicensed providers, transportation trip, AWC and OHCDS providers. The department must reconsider this section as it relates to all services, provider types and service delivery models.

**§ 6400.52. Annual training.**

~~—(a) The following staff persons shall complete 24 hours of training each year:~~

~~—(1) Direct service workers.~~

~~—(2) Direct supervisors of direct service workers.~~

~~—(3) Program specialists.~~

~~—(b) The following staff persons shall complete 12 hours of training each year:~~

~~—(1) Management, program, administrative and fiscal staff persons.~~

~~—(2) Dietary, housekeeping, maintenance and ancillary staff persons.~~

~~—(3) Consultants who work alone with individuals.~~

~~—(4) Volunteers who work alone with individuals.~~

~~—(5) Paid and unpaid interns who work alone with individuals.~~

~~—(c) A minimum of 8 hours of the annual training hours specified in subsections (a) and (b) must encompass the following areas:~~

- ~~—(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~
- ~~—(2) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with sections 701—708 of the Older Adults Protective Services Act (35 P.S. §§ 10225.701—10225.708), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable adult protective services regulations.~~
- ~~—(3) Individual rights.~~
- ~~—(4) Recognizing and reporting incidents.~~
- ~~—(5) The safe and appropriate use of positive interventions if the staff person will provide a support to an individual with a dangerous behavior.~~
- ~~—(d) The balance of the annual training hours must be in areas identified by the home in the home's annual training plan in § 6400.50 (relating to annual training plan).~~
- ~~—(e) All training, including those training courses identified in subsections (c) and (d), must be included in the provider's annual training plan.~~
- ~~—(f) Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and staff persons attending, shall be kept.~~
- ~~—(g) A training record for each person trained shall be kept.~~

#### **Discussion 6400.52.**

We recommend AWC and OHCDs be removed from the regulations and that Transportation Trip and Unlicensed home and community based providers be excluded from 6100.143 as written. We believe this list of training is geared strictly towards licensed providers and impedes the promotion of family support models of service delivery. A prescribed number of hours for training will not support appropriate training specific for the individual and does not afford the opportunity for families/participants and the unlicensed providers and Transportation trip providers that support them with the type and frequency of training that is needed for the individual. When there are established mandates to hours versus individuality, the quality is a lost and the opportunity to supporting the values of ODP and everyday lives is lost. The current unit rates will not support the increase in training requirements. Optimally, AWC and OHCDs providers will be removed from 6100 regulations and unlicensed providers and transportation trip providers should have separate training requirements that do not include a specific number of hours.

See comment under 6100.50.

## MEDICATIONS

### Discussion MEDICATIONS

There are two extremely important issues concerning the proposed new regulations pertaining to medication administration. These need to be addressed to prevent unintended negative consequences.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge. Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information, prevailing practices and technology emerge.
2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

#### Regarding 1

As a ready example of the problem with codifying material which requires change over time, an area has been identified in which the proposed regulations are at odds with prevailing practices as detailed by Title 49 of the State Nursing Board. Title 49 PA. CODE CH. 21 explicitly provides for Licensed Practical Nurses to accept oral orders for administering medication. The proposed 6100.465 provision only allows this practice for Registered Nurses.

This discrepancy is instructive both to the specific issue regarding LPN's and to the process issue of codifying Nursing Practices content which changes from time to time according to authorities outside of the Department. It is noted that the provider system needs LPN's to be able to do all that state law provides for them to do. In the second case, we need regulations which do not lock providers to standards which may soon become obsolete due to new and emerging best practices and advances.

A second example of the problem with trying to maintain this content in multiple places is that there are already discrepancies between the proposed 6100's and the Department's Approved Medication Administration Training. The training's required checklist for medication self-administration has discrepancies with the proposed regulation. There is also a notable practice discrepancy regarding pre-pouring of medications. We should avoid such confusion by maintaining this content in just one place, namely the Medication Administration Training module and not regulations.

## Regarding 2

We believe that there was an inadvertent problem created by the inclusion of standardized medications content across these four program areas, which would include the 6500 regulations. If the 6500 LifeSharing programs are included in this requirement, significant unintended consequences are likely to severely impact the viability and expansion of this program; one which the Department has repeatedly stated they desire to expand. A consequence as well for the inclusion of this provision for 6500 programs will be more institutional style program expectations in a program which should increasingly exemplify the ideals of Everyday Lives principals in an integrated and typical family fashion. LifeSharing (6500) service providers are not currently required to complete the ODP Medication Training Module. The Module is necessarily a very detailed training requiring at least two full days of training plus four subsequent in-situ observations. This level of intensive training is possible in 2380, 2390 and 6400 programs because they have staff who are employees with employer-controlled schedules and they have centralized access to administrative supports. These conditions do not exist and are not desirable for LifeSharing. LifeSharing is provided in people's homes.

LifeSharing providers are not employees who spend regular time at training locations, nor should they – they are typical families who work and live in the community. These families work their own independent jobs in the community and would be challenged just to have the physical access to go through this process. There is already a shortage of certified medication administration trainers contributing to this access problem. Requiring this additional training would necessarily result in losing some providers who are unable to connect with the available training times and places, and potentially separating an already established shared life situation with an individual. It would also add a new barrier for new family-providers at a time when the Department is trying to expand this service and providers are trying to find and recruit willing families.

Another problem with this expansion of the Training Module into the 6500's involves the respite services which are crucial to helping LifeSharing providers to support individuals over the long-haul. Respite providers are often potential LifeSharing providers who are interested in gaining experience with the service and with individuals. These new/potential providers have not gone through full process as providers yet – adding this considerable step when they are not yet committed to the service would be destructive to the service.

Yet another problem with requiring specific detailed training that can only come from service agencies to the 6500's is the necessity that we maintain LifeSharing providers' relationship as contracted supports rather than employees. The level of training specificity, the fact that it would be the "presumed employer" providing the training and the likelihood that LifeSharing families would be taking the training alongside employees with no differentiation from the employees all implies an employee relationship which needs to be avoided if LifeSharing is going to continue to be an efficient, community-based model.

Finally, there is also a simple matter of proportionality. LifeSharing providers generally only



serve one individual and the individuals in LifeSharing are typically able to take more responsibility for themselves than individuals in the other licensure groups. LifeSharing providers are able to focus-in on the needs of their lifesharer. They do not need days of general information. To require the Medication Administration Module of them would be disproportionate to their task – in fact, it would change the nature of the service from family-like supports to medical-model “administration” of medical care.

Sections 6100.461-6100.469, 2380.121-2380.129, 2390.191-2390.199, 6400.161-169 and 6500.131-6500.139 should be rewritten so that 2380, 2390 and 6400 programs are subject to ODP’s approved Medication Administration Module, current applicable practices law and nothing else. Additionally, 6500 programs shall be subject to existing (not proposed) 6500 regulations, current applicable law and nothing else. The 6100.470 Exception for Family Members should be retained.

Self-administered Prescription Medications shall be supported according to the Office of Developmental Programs’ Approved Medication Administration Training.

§ 6400.161. ~~[Storage of medications.]~~ Self-admini-stration.

~~—(a) Prescription and nonprescription medications shall be kept in their original containers, except for medications of individuals who self-administer medications and keep the medications in personal daily or weekly dispensing containers.~~

~~—(b) Prescription and potentially toxic nonprescription medications shall be kept in an area or container that is locked, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.~~

~~—(c) Prescription and potentially toxic nonprescription medications stored in a refrigerator shall be kept in a separate locked container, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.~~

~~—(d) Prescription and nonprescription medications shall be stored under proper conditions of sanitation, temperature, moisture and light.~~

~~—(e) Discontinued prescription medications shall be disposed of in a safe manner.]~~

(a) A home shall will provide an individual who has a prescribed medication with assistance, as needed, for the individual's self-administration of the medication.

(b) Assistance in the self-administration of medication includes may include helping the individual to remember adhere to the schedule for taking the medication, offering the

individual the medication at the prescribed times, opening a medication container and storing the medication in a secure place.

(c) The ~~provider~~ PSP team ~~shall will provide or arrange for~~ facilitate the utilization of assistive technology to support the individual's self-administration of medications.

(d) The PSP must identify if the individual is ~~unable~~ able to self-administer medications.

(e) To be considered able to self-administer medications, an individual ~~shall will do all of the following:~~

(1) Be able to recognize and distinguish the individual's his/her medication

(2) Know how much medication is to be taken.

(3) Know and understand the purpose for taking the medication.

(3)(4) Know when the medication is to be taken. This knowledge may include reminders of the schedule and offering the medication at the prescribed times as specified in subsection (b).

(4)(5) Be able to take or apply the individual's his/her own medication with or without the use of assistive technology.

#### **Discussion 6400.161.**

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge. Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information, prevailing practices and technology emerge.
2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

These points as further described in Discussion for 6100.461 persuade us to recommend that 6100 regulations pertaining to Medication Administration should refer to the Departments Approved Medication Training for the 2380, 2390 and 6400 services and should cite existing 6500 regulations for the 6500 services. The 6100.470 Exception for Family Members should be retained.

Prescription Medications shall be stored and disposed of according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.162. ~~[Labeling of medications.]~~ Medication administration.

~~[(a) The original container for prescription medications shall be labeled with a pharmaceutical label that includes the individual's name, the name of the medication, the date the prescription was issued, the prescribed dose and the name of the prescribing physician.]~~

~~—(b) Nonprescription medications shall be labeled with the original label.]~~

~~(a) A home whose staff persons or others are qualified to administer medications as specified in subsection (b) may provide medication administration for an individual who is unable to self-administer the individual's prescribed medication. Persons who administer prescription medication or insulin injections to individuals shall receive training by the individual's source of healthcare or by the the prescribed department's medication administration model as required by chapters 2380, 2390, and 6400.~~

(b) A prescription medication that is not self-administered shall be administered by one of the following:

(1) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse, certified registered nurse practitioner, licensed practical nurse or licensed paramedic.

(2) A person who has completed the medication administration training as specified in § 6400.169 (relating to medication administration training) for the medication administration of the following:

(i) Oral medications.

(ii) Topical medications.

(iii) Eye, nose and ear prescription drop medications.

(iv) Insulin injections.

(v) Epinephrine injections for insect bites or other allergies.

(vi) Medications administered via G/U tube.

(c) Medication administration includes the following activities, based on the needs of the individual:

(1) Identify the correct individual.

- (2) Remove the medication from the original container.**
- (3) Crush or split the medication as ordered by the prescriber.**
- (4) Place the medication in a medication cup or other appropriate container, or in the individual's hand, mouth or other route as ordered by the prescriber.**
- (5) If indicated by the prescriber's order, measure vital signs and administer medications according to the prescriber's order.**
- (6) Injection of insulin or epinephrine in accordance with this chapter.**

#### **Discussion 6400.162.**

We believe that there was an inadvertent problem created by the inclusion of standardize medications content across these four program areas, which would include the 6500 regulations. If the 6500 LifeSharing programs are included in this requirement, significant unintended consequence are likely to severely impact the viability and expansion of this program; one which the Department has repeatedly stated they desire to expand. A consequence as well for the inclusion of this provision for 6500 programs will be more institutional style program expectations in a program which should increasingly exemplify the ideals of Everyday Lives principals in an integrated and typical family fashion to the retest degree. LifeSharing (6500) service providers are not currently required to complete the ODP Medication Training Module. The Module is necessarily a very detailed training requiring at least two full days of training plus four subsequent observations. This level of intensive training is possible in 2380, 2390 and 6400 programs because they have staff who are employees with employer-controlled schedules and they have centralized access to administrative supports, in perhaps a less intrusive way than entering a family's home. These conditions do not exist and are not desirable for LifeSharing. LifeSharing is provided in people's homes.

LifeSharing providers are not employees who spend regular time at training locations, nor should they – they are typical families who work and live in the community. These families work their own independent jobs in the community and would be challenged just to have the physical access to go through this process. There is already a shortage of certified medication administration trainers contributing to this access problem. Requiring this additional training would necessarily result in losing some providers who are unable to connect with the available training times and places, and potentially separating an already established shared life situation with an individual. It would also add a new barrier for new family-providers at a time when the Department is trying to expand this service and providers trying to find and recruit willing families.

Another problem with this expansion of the Training Module into the 6500's involves the respite services which are crucial to helping LifeSharing providers to support individuals over the long-haul. Respite providers are often potential LifeSharing providers who are interested

in gaining experience with the service and with individuals. These new/potential providers have not gone through full process as providers yet – adding this considerable step when they are not yet committed to the service would be destructive to the service.

Further concerns with requiring specific detailed training that can only come from service agencies to the 6500's is the necessity that we maintain LifeSharing providers' relationship as contracted supports rather than employees. The level of training specificity, the fact that it would be the "presumed employer" providing the training and the likelihood that LifeSharing providers would be taking the training alongside employees with no differentiation from the employees all implies an employee relationship which needs to be avoided if LifeSharing is going to continue to be an efficient, community-based model. Clear expectations are established by the IRS and DOL which providers must explicitly follow to maintain explicit differences between independent contractors and employees.

Finally, there is also a simple matter of proportionality. LifeSharing providers generally only serve one individual and the individuals in Life Sharing are typically able to take more responsibility for themselves than individuals in the other licensure groups. LifeSharing providers are able to focus-in on the needs of their lifesharer. They do not need days of general information. To require the Medication Administration Module of them would be disproportionate to their task – in fact, it would change the nature of the service from family-like supports to medical-model "administration" of medical care.

Oral, topical and drop medications will be administered according to the Office of Developmental Programs' Approved Medication Administration Training.

Insulin administration additionally requires successful completion of a Department-approved diabetes patient education program.

Epinephrine auto-injection requires the Office of Developmental Programs' Approved Medication Administration Training and epinephrine injection device training provided by a licensed, registered or certified health care professional.

§ 6400.163. ~~[Use of prescription]~~ Storage and disposal of medications.

~~[(a) Prescription medications shall only be used by the individual for whom the medication was prescribed.]~~

~~—(b) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a written protocol as part of the ISP to address the social, emotional and environmental needs of the individual related to the symptoms of the diagnosed psychiatric illness.~~

~~—(c) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a review with documentation by a licensed physician at least every 3 months that includes the reason for prescribing the medication, the need to continue the medication and the necessary dosage.]~~

(a) Prescription and nonprescription medications shall be kept in their original labeled containers, except for medications of individuals who self-administer medications and keep their medications in personal daily or weekly dispensing containers.

(b) ~~A prescription medication may not be removed from its original labeled container more than 2 hours in advance of the scheduled administration.~~ Prescription and potentially toxic nonprescription medications shall be kept in an area or container that is locked or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.

(c) ~~If insulin or epinephrine is not packaged in an individual dose container, assistance with or the administration of the injection shall be provided immediately upon removal of the medication from its original labeled container.~~ Prescription and potentially toxic nonprescription medications stored in a refrigerator shall be kept in a separate locked container or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.

(d) ~~Prescription medications and syringes, with the exception of epinephrine and epinephrine auto-injectors, shall be kept in an area or container that is locked.~~ Prescription and nonprescription medications of individuals shall be stored under proper conditions of sanitation, temperature, moisture and light.

(e) ~~Epinephrine and epinephrine auto-injectors shall be stored safely and kept easily accessible at all times. The epinephrine and epinephrine auto-injectors shall be easily accessible to the individual if the epinephrine is self-administered or to the staff person who is with the individual if a staff person will administer the epinephrine.~~ Discontinued prescription medications of individuals shall be disposed of in a safe manner.

~~(f) Prescription medications stored in a refrigerator shall be kept in an area or container that is locked.~~

~~(g) Prescription medications shall be stored in an organized manner under proper conditions of sanitation, temperature, moisture and light and in accordance with the manufacturer's instructions.~~

~~(h) Prescription medications that are discontinued or expired shall be destroyed in a safe manner according to the Department of Environmental Protection and applicable Federal and State regulations.~~

~~(i) Subsections (a) — (d) and (f) do not apply for an individual who self-administers medication and stores the medication in the individual's private bedroom.~~

**Discussion 6400.163.**

Adapted from Ch. 6500

Prescription Medications shall be administered to individuals according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.164. ~~[Medication log.]~~ Labeling of medications.

~~—(a) A medication log listing the medications prescribed, dosage, time and date that prescription medications, including insulin, were administered and the name of the person who administered the prescription medication or insulin shall be kept for each individual who does not self-administer medication.~~

~~—(b) The information specified in subsection (a) shall be logged immediately after each individual's dose of medication.~~

~~—(c) A list of prescription medications, the prescribed dosage and the name of the prescribing physician shall be kept for each individual who self-administers medication.]~~

~~—The original container for prescription medications must be labeled with a pharmacy label that includes the following:~~

~~—(1) The individual's name.~~

~~—(2) The name of the medication.~~

~~—(3) The date the prescription was issued.~~

~~—(4) The prescribed dosage and instructions for administration.~~

~~—(5) The name and title of the prescriber.~~

(a) The original container for prescription medications of individuals shall be labeled with a pharmaceutical on the original bottle or label that includes the individual's name, the name of the medication, the date the prescription was issued, the prescribed dose, the expiration date, and the name of the prescribing physician.

(b) Nonprescription medications used by individuals shall be labeled with the original label.

**Discussion 6400.164.**

Adapted from Chapter 6500.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge. Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information,

prevailing practices and technology emerge.

2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

These points as further described in Discussion for 6100.461 persuade us to recommend that 6100 regulations pertaining to Medication Administration should refer to the Departments Approved Medication Training for the 2380, 2390 and 6400 services and should cite existing 6500 regulations for the 6500 services. The 6100.470 Exception for Family Members should be retained.

Prescription Medications shall be labelled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.165. ~~[Medication errors.] Prescription medications. Use of a prescription.~~

~~[Documentation of medication errors and follow-up action taken shall be kept.]~~

~~—(a) A prescription medication shall be prescribed in writing by an authorized prescriber.~~

~~—(b) A prescription order shall be kept current.~~

~~—(c) A prescription medication shall be administered as prescribed.~~

~~—(d) A prescription medication shall be used only by the individual for whom the prescription was prescribed.~~

~~—(e) Changes in medication may only be made in writing by the prescriber or, in the case of an emergency, an alternate prescriber, except for circumstances in which oral orders may be accepted by a registered nurse in accordance with regulations of the Department of State. The individual's medication record shall be updated as soon as a written notice of the change is received.~~

(a) A prescription medication shall only be used by the individual for whom the medication was prescribed.

(b) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a written protocol as part of the PSP to address the social, emotional and environmental needs of the individual related to the symptoms of the diagnosed psychiatric illness.

(c) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a review with documentation by a licensed physician or a certified nurse practitioner at



least every 3 months that includes the reason for prescribing the medication, the need to continue the medication and the necessary dosage.

**Discussion 6400.165.**

Adapted from Chapter 6500

§ 6400.166. ~~[Adverse reaction.]~~ Medication record.

~~[If an individual has a suspected adverse reaction to a medication, the home shall notify the prescribing physician immediately. Documentation of adverse reactions shall be kept.]~~

~~—(a) A medication record shall be kept, including the following for each individual for whom a prescription medication is administered:~~

- ~~—(1) Individual's name.~~
- ~~—(2) Name and title of the prescriber.~~
- ~~—(3) Drug allergies.~~
- ~~—(4) Name of medication.~~
- ~~—(5) Strength of medication.~~
- ~~—(6) Dosage form.~~
- ~~—(7) Dose of medication.~~
- ~~—(8) Route of administration.~~
- ~~—(9) Frequency of administration.~~
- ~~—(10) Administration times.~~
- ~~—(11) Diagnosis or purpose for the medication, including pro re nata.~~
- ~~—(12) Date and time of medication administration.~~
- ~~—(13) Name and initials of the person administering the medication.~~
- ~~—(14) Duration of treatment, if applicable.~~
- ~~—(15) Special precautions, if applicable.~~
- ~~—(16) Side effects of the medication, if applicable.~~

~~—(b) The information in subsection (a)(12) and (13) shall be recorded at the time the medication is administered.~~

~~—(c) If an individual refuses to take a prescribed medication, the refusal shall be documented on the medication record. The refusal shall be reported to the prescriber within 24 hours, unless otherwise instructed by the prescriber. Subsequent refusals to take a prescribed medication shall be reported as required by the prescriber.~~

~~—(d) The directions of the prescriber shall be followed.~~

(a) A medication log listing the medications prescribed, dosage, time and date that prescription medications, including insulin, were administered, and the name of the person who administered the prescription medication or insulin shall be kept for each individual who does not self-administer medication.

(b) The information specified in subsection (a) shall be logged immediately after each individual's dose of medication.

(c) A list of prescription medications, the prescribed dosage and the name of the prescribing physician shall be kept for each individual who self-administers medication.

#### **Discussion 6400.166.**

Adapted from Chapter 6500

§ 6400.167. ~~[Administration of prescription medications and injections.]~~ Medication errors.

~~—[(a) Prescription medications and injections of a substance not self-administered by individuals shall be administered by one of the following:~~

~~—(1) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse or licensed practical nurse.~~

~~—(2) A graduate of an approved nursing program functioning under the direct supervision of a professional nurse who is present in the home.~~

~~—(3) A student nurse of an approved nursing program functioning under the direct supervision of a member of the nursing school faculty who is present in the home.~~

~~—(4) A staff person who meets the criteria specified in § 6400.168 (relating to medications administration training) for the administration of oral, topical and eye and ear drop prescriptions and insulin injections.~~

~~—(b) Prescription medications and injections shall be administered according to the directions specified by a licensed physician, certified nurse practitioner or licensed physician's assistant.]~~

**(a) Medication errors include the following:**

- (1) Failure to administer a medication.**
- (2) Administration of the wrong medication.**
- (3) Administration of the wrong amount of medication.**
- (4) Failure to administer a medication at the prescribed time, which exceeds more than 1 hour before or after the prescribed time.**
- ~~**(5) Administration to the wrong person.**~~
- (6) Administration through the wrong route.**

**(b) Documentation of medication errors, and follow-up action taken and the prescriber's response shall will be kept in the individual's record.**

**Discussion 6400.167.**

Adapted from Chapter 6500

Medications errors shall be handled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.168. [~~Medications administration training.~~] Adverse reaction.

~~—(a) In a home serving eight or fewer individuals, a staff person who has completed and passed the Department's Medications Administration Course is permitted to administer oral, topical and eye and ear drop prescription medications.~~

~~—(b) In a home serving eight or fewer individuals, a staff person who has completed and passed the Department's Medications Administration Course and who has completed and passed a diabetes patient education program within the past 12 months that meets the National Standards for Diabetes Patient Education Programs of the National Diabetes Advisory Board, 7550 Wisconsin Avenue, Bethesda, Maryland 20205, is permitted to administer insulin injections to an individual who is under the care of a licensed physician who is monitoring the diabetes, if insulin is premeasured by licensed or certified medical personnel.~~

~~—(c) Medications administration training of a staff person shall be conducted by an instructor who has completed the Department's Medications Administration Course for trainers and is certified by the Department to train staff.~~

~~—(d) A staff person who administers prescription medications and insulin injections to an individual shall complete and pass the Medications Administration Course Practicum annually.~~

~~—(e) Documentation of the dates and locations of medications administration training for trainers and staff persons and the annual practicum for staff persons shall be kept.]~~

~~(a) If an individual has a suspected adverse reaction to a medication, the home shall immediately consult a health care practitioner or seek emergency medical treatment.~~

~~—(b) An adverse reaction to a medication, the health care practitioner's response to the adverse reaction and the action taken shall be documented.~~

If an individual has a suspected adverse reaction to a medication, the healthcare provider will be contacted immediately. Documentation of adverse reactions shall be kept in the individual's record.

**Discussion 6400.168.**

Adapted from Chapter 6500

Adverse reactions shall be handled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.169. ~~[Self-administration of medications.]~~ Medication administration training.

~~[(a) To be considered capable of self-administration of medications an individual shall:~~

~~—(1) Be able to recognize and distinguish the individual's medication.~~

~~—(2) Know how much medication is to be taken.~~

~~—(3) Know when medication is to be taken.~~

~~—(b) Insulin that is self-administered by an individual shall be measured by the individual or by licensed or certified medical personnel.]~~

(a) A staff person who has successfully completed a Department-approved medications administration course, including the course renewal requirements, may administer the following: Prescription medications and insulin injections shall be administered according to the directions specified by a licensed physician, certified nurse practitioner or licensed physician's assistant.

~~—(1) Oral medications.~~

~~—(2) Topical medications.~~

~~—(3) Eye, nose and ear drop medications.~~

(b) A staff person may administer insulin injections following successful completion of both:

(1) The course specified in subsection (a).

(2) A Department-approved diabetes patient education program within the past 12 months.

(c) A staff person may administer an epinephrine injection by means of an auto-injection device in response to anaphylaxis or another serious allergic reaction following successful completion of both:

(1) The course specified in subsection (a).

(2) Training relating to the use of an auto-injection epinephrine injection device provided by a licensed, registered or certified health care professional within the past 12 months.

(d) A record of the training shall will be kept including the person trained, the date, source, name of trainer and documentation that the course was successfully completed.

**Discussion 6400.169.**

Oral, topical and drop medications will be administered according to the Office of Developmental Programs' Approved Medication Administration Training.

Insulin administration additionally requires successful completion of a Department-approved diabetes patient education program.

Epinephrine auto-injection requires the Office of Developmental Programs' Approved Medication Administration Training and epinephrine injection device training provided by a licensed, registered or certified health care professional.

**PROGRAM**

**§ 6400.181. Assessment.**

\* \* \* \* \*

(b) If the program specialist is making a recommendation to revise a service or outcome in the [ISP as provided under § 6400.186(c)(4) (relating to ISP review and revision)] PSP, the individual shall have an assessment completed as required under this section.

\* \* \* \* \*

(f) The program specialist shall provide the assessment to the SC, as applicable, and [plan] PSP team members at least 30 calendar days prior to [an ISP meeting for the development, annual update and revision of the ISP under §§ 2380.182, 2390.152, 6400.182 and 6500.152 (relating to development, annual update and revision of the ISP)] a PSP meeting.

**Discussion 6400.181.**

§ 6400.182. Development~~[, annual update and revision of the ISP]~~ and revisions of the PSP.

- ~~—(a) An individual shall have one ISP.~~
- ~~—(b) When an individual is not receiving services through an SCO, the residential program specialist shall be the plan lead when one of the following applies:~~
  - ~~—(1) The individual resides at a residential home licensed under this chapter.~~
  - ~~—(2) The individual resides at a residential home licensed under this chapter and attends a facility licensed under Chapter 2380 or 2390 (relating to adult training facilities; and vocational facilities).~~
- ~~—(c) The plan lead shall be responsible for developing and implementing the ISP, including annual updates and revisions.~~
- ~~—(d) The plan lead shall develop, update and revise the ISP according to the following:~~
  - ~~—(1) The ISP shall be initially developed, updated annually and revised based upon the individual's current assessment as required under §§ 2380.181, 2390.151, 6400.181 and 6500.151 (relating to assessment).~~
  - ~~—(2) The initial ISP shall be developed within 90 calendar days after the individual's admission date to the facility.~~
  - ~~—(3) The ISP, annual updates and revisions shall be documented on the Department-designated form located in the Home and Community Services Information System (HCSIS) and also on the Department's web site.~~
  - ~~—(4) An invitation shall be sent to plan team members at least 30 calendar days prior to an ISP meeting.~~
  - ~~—(5) Copies of the ISP, including annual updates and revisions under § 6400.186 (relating to ISP review and revision), shall be provided as required under § 6400.187 (relating to copies).]~~

~~(a) An individual shall have one approved and authorized PSP at a given time.~~ The PSP must reflect what is important to the individual to ensure that services are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being in balance with dignity of risk, as agreed upon by the PSP team so as to promote opportunity for an Everyday Life.

(1) Individuals who may be persons designated by the individual should be involved in the development and revisions of the PSP and direct the process.

(2) The individual should be supported to direct the process to the greatest extent possible and exercise informed choices and decision making when applicable.

(3) Consideration of the needs of individuals pertaining to location and

(b) An individual's service implementation plan must be consistent with the PSP in subsection (a).

~~(c) The support coordinator, targeted support manager or program specialist shall coordinate the development of the PSP, including revisions, in cooperation with the individual and the individual's PSP team.~~ will be responsible for the development of the PSP, including revisions, in collaboration with the individual and the individual's PSP team.

(d) The initial PSP shall will be developed based on the individual assessment within 60 days of the individual's date of admission to the home.

~~(e) The PSP shall be initially developed, revised annually and revised when an individual's needs change based upon a current assessment.~~ The PSP shall be evaluated for revisions at least annually, or when the needs or support system of the individual changes, and/or upon the request of the individual or court appointed legal guardian.

~~(f) The individual and persons designated by the individual shall be involved in and supported in the development and revisions of the PSP.~~

(f) The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.

(g) The PSP, including revisions, shall be documented on a form specified by the Department.

(h) The individual, court appointed legal guardian(s), and/or persons designated by the individual may request updates for consideration to the PSP at any time. These requests should be submitted to the supports coordinator.

#### **Discussion 6400.182.**

PAR is pleased to see the inclusion of an expectation that there is one plan for the individual

as included in 6400.182 (a) and supports this provision.

6400.182 (b) Unclear of definition around “service implementation plan.” It should be broader in scope. This is adding cost because it is a new plan. This adds flexibility to the system and providers to use whatever method they want to develop. Change to “Any implementation of service should be based on the PSP.”

In 6400.182 (e) “or court appointed legal guardian” should be added at the end of the statement to indicate that a guardian may also request a revision to the PSP.

6400.182 (e) is recommended to be revised to indicate that a PSP will be “evaluated for revision” and not necessarily revised each time. A PSP may be determined to be appropriate and not require revision. In addition, the specific expectation that “at least annually” be added to this provision to make clear that this process is annual.

6400.182 (f) “The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.”

6400.182 (f) delete as it is redundant now.

§ 6400.183. ~~[Content of the ISP.]~~ The PSP team.

~~[The ISP, including annual updates and revisions under § 6400.186 (relating to ISP review and revision), must include the following:~~

- ~~—(1) Services provided to the individual and expected outcomes chosen by the individual and individual's plan team.~~
- ~~—(2) Services provided to the individual to increase community involvement, including volunteer or civic minded opportunities and membership in National or local organizations as required under § 6400.188 (relating to provider services).~~
- ~~—(3) Current status in relation to an outcome and method of evaluation used to determine progress toward that expected outcome.~~
- ~~—(4) A protocol and schedule outlining specified periods of time for the individual to be without direct supervision, if the individual's current assessment states the individual may be without direct supervision and if the individual's ISP includes an expected outcome which requires the achievement of a higher level of independence. The protocol must include the current level of independence and the method of evaluation used to determine progress toward the expected outcome to achieve the higher level of independence.~~
- ~~—(5) A protocol to address the social, emotional and environmental needs of the individual, if medication has been prescribed to treat symptoms of a diagnosed psychiatric illness.~~



~~—(6) A protocol to eliminate the use of restrictive procedures, if restrictive procedures are utilized, and to address the underlying causes of the behavior which led to the use of restrictive procedures including the following:~~

- ~~—(i) An assessment to determine the causes or antecedents of the behavior.~~
- ~~—(ii) A protocol for addressing the underlying causes or antecedents of the behavior.~~
- ~~—(iii) The method and timeline for eliminating the use of restrictive procedures.~~
- ~~—(iv) A protocol for intervention or redirection without utilizing restrictive procedures.~~

~~—(7) Assessment of the individual's potential to advance in the following:~~

- ~~—(i) Residential independence.~~
- ~~—(ii) Community involvement.~~
- ~~—(iii) Vocational programming.~~
- ~~—(iv) Competitive community integrated employment.]~~

~~—(a) The PSP shall be developed by an interdisciplinary team including the following:~~

- ~~—(1) The individual.~~
- ~~—(2) Persons designated by the individual.~~
- ~~—(3) The individual's direct care staff persons.~~
- ~~—(4) The program specialist.~~
- ~~—(5) The support coordinator, targeted support manager or a program representative from the funding source, if applicable.~~
- ~~—(6) The program specialist for the individual's day program, if applicable.~~
- ~~—(7) Other specialists such as health care, behavior management, speech, occupational and physical therapy as appropriate for the individual needs.~~

~~—(b) At least three members of the PSP team, in addition to the individual and persons designated by the individual, shall be present at a PSP meeting at which the PSP is developed or revised.~~

~~—(c) Members of the PSP team who attend the meeting shall sign and date the PSP.~~

**Discussion 6400.183.**

This is needs to be in wording that individuals area able to understand since this is a choice based concurrent document.

§ 6400.184. ~~[Plan team participation.]~~ The PSP process.

~~[(a) The plan team shall participate in the development of the ISP, including the annual updates and revisions under § 6400.186 (relating to ISP review and revision).~~

~~—(1) A plan team must include as its members the following:~~

~~—(i) The individual.~~

~~—(ii) A program specialist or family living specialist, as applicable, from each provider delivering a service to the individual.~~

~~—(iii) A direct service worker who works with the individual from each provider delivering services to the individual.~~

~~—(iv) Any other person the individual chooses to invite.~~

~~—(2) If the following have a role in the individual's life, the plan team may also include as its members, as applicable, the following:~~

~~—(i) Medical, nursing, behavior management, speech, occupational or physical therapy specialists.~~

~~—(ii) Additional direct service workers who work with the individual from each provider delivering services to the individual.~~

~~—(iii) The individual's parent, guardian or advocate.~~

~~—(b) At least three plan team members, in addition to the individual, if the individual chooses to attend, shall be present for an ISP, annual update and ISP revision meeting.~~

~~—(c) A plan team member who attends a meeting under subsection (b) shall sign and date the signature sheet.]~~

The PSP process shall:

~~—(1) Provide necessary information and support to ensure that the individual directs the PSP process to the maximum extent possible.~~

~~—(2) Enable the individual to make informed choices and decisions.~~

~~—(3) Be conducted to reflect what is important to the individual to ensure that supports are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being.~~

~~—(4) Be timely in relation to the needs of the individual and occur at intervals, times and locations of choice and convenience to the individual and to persons designated by the individual.~~

~~—(5) Be communicated in clear and understandable language.~~

~~—(6) Reflect cultural considerations of the individual.~~

~~—(7) Include guidelines for solving disagreements among the PSP team members.~~

~~—(8) Include a method for the individual to request updates to the PSP.~~

#### **Discussion 6400.184.**

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

#### **§ 6400.185. [~~Implementation of the ISP.~~] Content of the PSP.**

~~—(a) The ISP shall be implemented by the ISP's start date.~~

~~—(b) The ISP shall be implemented as written.]~~

The PSP, including revisions, must include the following:

(1) The individual's strengths, preferences and functional abilities.

(2) The individual's ~~individualized~~ assessed diagnoses, clinical and support needs.

(3) The individual's goals and preferences such as those related to relationships, community participation, self-determination, employment, income and savings, health care, wellness, quality and education.

(4) Individually identified, person-centered desired outcomes.

(5) Supports to assist the individual to achieve desired outcomes.

(6) The type, amount of units, duration and frequency for the support specified in a manner that reflects the assessed needs and choices of the individual. The schedule of support delivery shall be determined by the PSP team.

(7) The individual's communication mode, abilities and needs.

~~(8) Opportunities for new or continued community participation.~~

(9)(8) The level of needed support, risk factors, dangerous behaviors and risk mitigation strategies, if applicable.

(10)(9) Modification of individual rights as necessary to mitigate risks, if applicable. The PSP as approved by the PSP team is presumed to be consistent with an individual's rights and is the governing document for rights purposes.

(11)(10) Health care information, including a health care history.

(12)(11) Financial information including how the individual chooses may choose to use personal funds based on history and communicated interest.

(13)(12) The person or entity responsible for monitoring the implementation of the PSP.

(14) If the individual has a known behavioral support need, it must be identified in the PSP, or if a new behavior is identified, it must be added to the PSP through a revision.

**Discussion 6400.185.**

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

**§ 6400.186. [~~ISP review and revision.~~] Implementation of the PSP.**

~~[(a) The program specialist shall complete an ISP review of the services and expected outcomes in the ISP specific to the residential home licensed under this chapter with the individual every 3 months or more frequently if the individual's needs change which impacts the services as specified in the current ISP.~~

~~—(b) The program specialist and individual shall sign and date the ISP review signature sheet upon review of the ISP.~~

~~—(c) The ISP review must include the following:~~

~~—(1) A review of the monthly documentation of an individual's participation and progress during the prior 3 months toward ISP outcomes supported by services provided by the residential home licensed under this chapter.~~

~~—(2) A review of each section of the ISP specific to the residential home licensed under this chapter.~~

~~—(3) The program specialist shall document a change in the individual's needs, if applicable.~~

~~—(4) The program specialist shall make a recommendation regarding the following, if applicable:~~

~~—(i) The deletion of an outcome or service to support the achievement of an outcome which is no longer appropriate or has been completed.~~

~~—(ii) The addition of an outcome or service to support the achievement of an outcome.~~

~~—(iii) The modification of an outcome or service to support the achievement of an outcome in which no progress has been made.~~

~~—(5) If making a recommendation to revise a service or outcome in the ISP, the program specialist shall complete a revised assessment as required under § 6400.181(b) (relating to assessments).~~

~~—(d) The program specialist shall provide the ISP review documentation, including recommendations, if applicable, to the SC, as applicable, and plan team members within 30 calendar days after the ISP review meeting.~~

~~—(e) The program specialist shall notify the plan team members of the option to decline the ISP review documentation.~~

~~—(f) If a recommendation for a revision to a service or outcome in the ISP is made, the plan lead as applicable, under §§ 2380.182(b) and (c), 2390.152(b) and (c), 6400.182(b) and (c), 6500.152(b) and (c) (relating to development, annual update and revision of the ISP), shall send an invitation for an ISP revision meeting to the plan team members within 30 calendar days of receipt of the recommendation.~~

~~—(g) A revised service or outcome in the ISP shall be implemented by the start date in the ISP as written.]~~

The home shall will implement the PSP, including revisions.

**Discussion 6400.186.**

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

§ 6400.187. [Copies.] (Reserved).

[A copy of the ISP, including the signature sheet, shall be provided to plan team members within 30 calendar days after the ISP, annual update and ISP revision meetings.]

**Discussion 6400.187.**

§ 6400.188. [~~Provider services.~~] (Reserved).

~~[(a) The residential home shall provide services including assistance, training and support for the acquisition, maintenance or improvement of functional skills, personal needs, communication and personal adjustment.~~

~~—(b) The residential home shall provide opportunities and support to the individual for participation in community life, including volunteer or civic-minded opportunities and membership in National or local organizations.~~

~~—(c) The residential home shall provide services to the individual as specified in the individual's ISP.~~

~~—(d) The residential home shall provide services that are age and functionally appropriate to the individual.]~~

Discussion 6400.188.

#### [~~RESTRICTIVE PROCEDURES~~] POSITIVE INTERVENTION

§ 6400.191. [~~Definition of restrictive procedures.~~] Use of a positive intervention.

~~—[A restrictive procedure is a practice that limits an individual's movement, activity or function; interferes with an individual's ability to acquire positive reinforcement; results in the loss of objects or activities that an individual values; or requires an individual to engage in a behavior that the individual would not engage in given freedom of choice.]~~

~~—(a) A positive intervention shall will be used to prevent, modify and eliminate a dangerous behavior when the challenging behaviors is are anticipated and/or occurring in response to challenging behaviors to prevent escalation of behaviors, or in attempts to modify, decrease or eliminate behaviors.~~

~~—(b) The least intrusive method shall be applied when addressing a dangerous behavior. For each incidence of a dangerous behavior, every attempt shall be made to modify and eliminate the behavior.~~

~~—(c) As used in this section, the following words and terms have the following meanings, unless the context clearly indicates otherwise:~~

~~—*Dangerous behavior*—An action with a high likelihood of resulting in harm to the individual or others.~~

~~—*Positive intervention*—An action or activity intended to prevent, modify and eliminate a dangerous behavior. This includes improved communications, reinforcing appropriate~~

~~behavior, an environmental change, recognizing and treating physical and behavioral health symptoms, voluntary physical exercise and other wellness practices, redirection, praise, modeling, conflict resolution and de-escalation.~~

**Discussion 6400.191.**

All definitions have been moved to 6400.5

§ 6400.192. ~~[Written policy.]~~ PSP.

~~[A written policy that defines the prohibition or use of specific types of restrictive procedures, describes the circumstances in which restrictive procedures may be used, the persons who may authorize the use of restrictive procedures, a mechanism to monitor and control the use of restrictive procedures and a process for the individual and family to review the use of restrictive procedures shall be kept at the home.]~~

~~—If the individual has a dangerous behavior as identified in the PSP, the PSP must include the following:~~

- ~~—(1) The specific dangerous behavior to be addressed.~~
- ~~—(2) A functional analysis of the dangerous behavior and the plan to address the reason for the behavior.~~
- ~~—(3) The outcome desired.~~
- ~~—(4) A description of the positive intervention aimed at preventing, modifying or eliminating the dangerous behavior and the circumstances under which the intervention is to be used.~~
- ~~—(5) A target date to achieve the outcome.~~
- ~~—(6) Health conditions that require special attention.~~

**Discussion 6400.192.**

It is recommended that this section be deleted and content rolled to 6400.183 as specified in the comment.

**§ 6400.192 Dangerous Behavior Intervention**

- (a) The least intrusive intervention shall be used to deescalate the dangerous behaviors when the behavior is occurring.
- (b) A physical restraint may be used in the case of a dangerous behavior to prevent an individual from injuring the individual's self or others.

- (c) If the individual has a known dangerous behavior, it must be identified and addressed in the PSP, or if a new dangerous behavior is identified it should be added to the PSP through a revision.

§ 6400.193. ~~[Appropriate use of restrictive procedures.]~~ Prohibition of restraints.

~~—[(a) A restrictive procedure may not be used as retribution, for the convenience of staff persons, as a substitute for the program or in a way that interferes with the individual's developmental program.]~~

~~—(b) For each incident requiring restrictive procedures:~~

~~—(1) Every attempt shall be made to anticipate and de-escalate the behavior using methods of intervention less intrusive than restrictive procedures.~~

~~—(2) A restrictive procedure may not be used unless less restrictive techniques and resources appropriate to the behavior have been tried but have failed.]~~

The following procedures are prohibited:

(1) Seclusion, defined as including involuntary confinement of an individual in a room or area from which the individual is physically prevented or verbally directed from leaving.

(2) Aversive conditioning, defined as including the application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

(3) Pressure point techniques, defined as including the application of pain for the purpose of achieving compliance. This does not apply to utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

(4) A chemical restraint, defined as including the use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug ordered by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as pretreatment prior to, or following a medical or dental examination or treatment.

(5) A mechanical restraint, defined as including device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints.



(i) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.

(ii) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner to protect the individual in the event of a seizure, ~~as long as the individual can easily remove the device.~~

(6) A manual physical restraint, ~~defined as a hands-on physical method that restricts, immobilizes or reduces an individual's ability to move his arms, legs, head or other body parts freely, on a nonemergency basis, or for more than 15 minutes within a 2-hour period. A manual restraint does not include physically prompting, escorting or guiding an individual to provide a support as specified in the individual's PSP.~~ may not be used for a period of more than 15 minutes within a 2-hour period without documented emergency approval by provider administrative or clinical staff.

(7) A prone position manual physical restraint.

(8) A manual physical restraint that inhibits digestion or respiration, inflicts pain, ~~causes embarrassment or humiliation,~~ causes hyperextension of joints, applies pressure on the chest or joints, or allows for a free fall to the floor.

(9) A physical restraint may not be used as a substitute for positive behavioral interventions, or as retribution, punishment, noncompliance, or for the convenience of staff persons.

#### Discussion 6400.193.

§ 6400.194. ~~[Restrictive procedure review committee.]~~ Permitted interventions.

~~[(a) If a restrictive procedure is used, there shall be a restrictive procedure review committee.~~

~~—(b) The restrictive procedure review committee shall include a majority of persons who do not provide direct services to the individual.~~

~~—(c) The restrictive procedure review committee shall establish a time frame for review and revision of the restrictive procedure plan, not to exceed 6 months between reviews.~~

~~—(d) A written record of the meetings and activities of the restrictive procedure review committee shall be kept.]~~

~~(a) Voluntary exclusion, defined as an individual voluntarily removing himself from his immediate environment and placing himself alone in a room or area, is permitted in accordance with the individual's PSP.~~

(b) A physical protective restraint may be used when an individual engages in dangerous behavior as approved in the PSP, or used in an unanticipated emergency basis § 6400.193(6)—(8) (relating to prohibition of restraints).

~~(c) A physical protective restraint may not must be used until §§ 6400.52(c)(5) and 6400.185(9) (relating to annual training; and content of the PSP) are met, in accordance with the following provisions of this chapter:~~

(1) 6400.193 concerning prohibition of certain types of restrictive procedures.

(2) 6400.52 (c)(5) concerning annual training on use of safe and appropriate interventions.

(d) A physical protective restraint may only be used in the case of an emergency to prevent an individual from injuring the individual's self or others.

(e) A physical protective restraint may not be used as a behavioral intervention, consequence, retribution, punishment, for the convenience of staff persons or as a substitution for individual support.

(f) A physical protective restraint may not be used for more than 15 minutes within a 2-hour period.

(g) A physical protective restraint may only be used by a staff person who is trained as specified in § 6400.52.

(h) As used in this section, a "physical protective restraint" is a hands-on hold of an individual.

#### **Discussion 6400.194.**

Definitions moved to 6400.5

§ 6400.195. ~~[Restrictive procedure plan.]~~ Access to or the use of an individual's personal property.

~~[(a) For each individual for whom restrictive procedures may be used, a restrictive procedure plan shall be written prior to use of restrictive procedures.~~

~~—(b) The restrictive procedure plan shall be developed and revised with the participation of the program specialist, the individual's direct care staff, the interdisciplinary team as appropriate and other professionals as appropriate.~~

~~—(c) The restrictive procedure plan shall be reviewed, and revised, if necessary, according to the time frame established by the restrictive procedure review committee, not to exceed 6 months.~~

~~—(d) The restrictive procedure plan shall be reviewed, approved, signed and dated by the chairperson of the restrictive procedure review committee and the program specialist, prior to the use of a restrictive procedure, whenever the restrictive procedure plan is revised and at least every 6 months.~~

~~—(e) The restrictive procedure plan shall include:~~

~~—(1) The specific behavior to be addressed and the suspected antecedent or reason for the behavior.~~

~~—(2) The single behavioral outcome desired stated in measurable terms.~~

~~—(3) Methods for modifying or eliminating the behavior, such as changes in the individual's physical and social environment, changes in the individual's routine, improving communications, teaching skills and reinforcing appropriate behavior.~~

~~—(4) Types of restrictive procedures that may be used and the circumstances under which the procedures may be used.~~

~~—(5) A target date for achieving the outcome.~~

~~—(6) The amount of time the restrictive procedure may be applied, not to exceed the maximum time periods specified in this chapter.~~

~~—(7) Physical problems that require special attention during the use of restrictive procedures.~~

~~—(8) The name of the staff person responsible for monitoring and documenting progress with the plan.~~

~~—(f) The restrictive procedure plan shall be implemented as written.~~

~~—(g) Copies of the restrictive procedure plan shall be kept in the individual's record.]~~

(a) Access to or the use of an individual's personal funds or property may not be used as a reward or punishment.

(b) An individual's personal funds or property may not be used as payment for damages unless the individual consents to make restitution for the damages as follows:

(1) A separate written consent by the individual is required for each incidence of restitution.

(2) Consent shall be obtained in the presence of the individual, a person designated by the individual and in the presence of and with the support of the support coordinator or targeted support manager.

(3) There may not be coercion in obtaining the consent of an individual.

(4) The home shall keep a copy of the individual's written consent.

**Discussion 6400.195.**

§ 6400.196. ~~[Staff training.]~~ Rights team.

~~[(a) If restrictive procedures are used, there shall be at least one staff person available when restrictive procedures are used who has completed training within the past 12 months in the use of and ethics of using restrictive procedures including the use of alternate positive approaches.~~

~~—(b) A staff person responsible for developing, implementing or managing a restrictive procedure plan shall be trained in the use of the specific techniques or procedures that are used.~~

~~—(c) If manual restraint or exclusion is used, a staff person responsible for developing, implementing or managing a restrictive procedure plan shall have experienced use of the specific techniques or procedures directly on themselves.~~

~~—(d) Documentation of the training program provided, including the staff persons trained, dates of training, description of training and training source shall be kept.]~~

(a) The home shall have a rights team. The home may use a county mental health and intellectual disability program rights team that meets the requirements of this section.

(b) The role of the rights team is to:

(1) Review each incident, alleged incident and suspected incident of a violation of individual rights as specified in §§ 6400.31—6400.34 (relating to individual rights).

(2) Review each incidence of the use of a restraint as specified in §§ 6400.191—6400.194 to:

(i) Analyze systemic concerns.

(ii) Design positive supports as an alternative to the use of a restraint.

(iii) Discover and resolve the reason for an individual's behavior.

(c) Members of the rights team shall include the affected individual, persons designated by the individual, a family member or an advocate if the individual is unable to speak for himself, the individual's support coordinator, a representative from the funding agency and a home representative.

(d) Members of the rights team shall be comprised of a majority who do not provide direct support to the individual.

(e) If a restraint was used, the individual's health care practitioner shall be consulted.

(f) The rights team shall meet at least once every 3 months.

(g) The rights team shall report its recommendations to the individual's PSP team.

(h) The home shall keep documentation of the rights team meetings and the decisions made at the meetings.

**Discussion 6400.196.**

***More clarification on what the expectations of the "rights team"***

*(Editor's Note: As part of this proposed rulemaking, the Department is proposing to rescind §§ 6400.197—6400.206 which appear in 55 Pa. Code pages 6400-61—6400-65, serial pages (381985)—(381989).)*

§§ 6400.197—6400.206. (Reserved).

**Discussion 6400.197.**

## **INDIVIDUAL RECORDS**

### **§ 6400.213. Content of records.**

Each individual's record must include the following information:

(1) Personal information including:

(i) The name, sex, admission date, birthdate and ~~[social security]~~ Social Security number.

(ii) The race, height, weight, color of hair, color of eyes and identifying marks.

(iii) The language or means of communication spoken or understood by the individual and the primary language used in the individual's natural home, if other than English.

- (iv) The religious affiliation.
- (v) The next of kin.
- (vi) A current, dated photograph.
- (2) **[Unusual incident] Incident** reports relating to the individual.
- (3) Physical examinations.
- (4) Dental examinations.
- (5) Dental hygiene plans.
- (6) Assessments as required under § 6400.181 (relating to assessment).

~~[(7) A copy of the invitation to:~~

- ~~—(i) The initial ISP meeting.~~
- ~~—(ii) The annual update meeting.~~
- ~~—(iii) The ISP revision meeting.~~
- ~~—(8) A copy of the signature sheets for:~~

- ~~—(i) The initial ISP meeting.~~
- ~~—(ii) The annual update meeting.~~
- ~~—(iii) The ISP revision meeting.~~

~~—(9) A copy of the current ISP.~~

~~—(10) Documentation of ISP reviews and revisions under § 6400.186 (relating to ISP review and revision), including the following:~~

- ~~—(i) ISP review signature sheets.~~
- ~~—(ii) Recommendations to revise the ISP.~~
- ~~—(iii) ISP revisions.~~
- ~~—(iv) Notices that the plan team member may decline the ISP review documentation.~~
- ~~—(v) Requests from plan team members to not receive the ISP review documentation.~~

~~—(11) Content discrepancy in the ISP, The annual update or revision under § 6400.186.]~~

(7) PSP documents as required by this chapter.

~~—[(12) Restrictive procedure protocols and]~~ (8) Positive intervention records related to the individual.

[(13)] (9) Copies of psychological evaluations, if applicable.

[(14)] (10) Recreational and social activities provided to the individual.

**Discussion 6400.213.**





# **Collins-CHAPTER 6400. COMMUNITY HOMES FOR INDIVIDUALS WITH AN INTELLECTUAL DISABILITY OR AUTISM**

## **GENERAL PROVISIONS**

### **§ 6400.1. Introduction.**

This chapter is based on the principle of integration and the right of the individual with an intellectual disability **or autism** to live a life which is as close as possible in all aspects to the life which any member of the community might choose. For the individual with an intellectual disability **or autism** who requires a residential service, the design of the service ~~shall be~~ is made with the individual's unique needs in mind so that the service ~~will~~ can facilitate the person's ongoing growth and development.

#### **Discussion 6400.1.**

### **§ 6400.2. Purpose.**

~~The purpose of this~~ This chapter sets forth the minimum requirements that govern ~~is to protect the health, safety and well-being of individuals with an intellectual disability or autism, through the formulation, implementation and enforcement of minimum requirements for the operation of community homes for individuals with an intellectual disability or autism.~~

#### **Discussion 6400.2.**

### **§ 6400.3. Applicability.**

(a) This chapter applies to community homes for individuals with an intellectual disability **or autism**, except as provided in subsection (f).

(b) This chapter contains the minimum requirements that ~~shall~~ must be met to obtain a certificate of compliance. A certificate of compliance ~~shall~~ must be obtained prior to operation of a community home for individuals with an intellectual disability **or autism**.

(c) This chapter applies to profit, nonprofit, publicly funded and privately funded homes.

(d) The Department will inspect each home serving nine or more individuals ~~shall be inspected by the Department each~~ every year. Every home must have an ~~and shall have an~~ individual certificate of compliance specific ~~for each building~~ to the home.

(e) ~~Each~~ When an agency operates one or more homes serving eight or fewer individuals, ~~shall have at least~~ the Department will conduct a sample of ~~it's the agency's homes inspected by~~

~~the Department~~ each year. The certificate of compliance issued to an agency ~~shall~~ will specify the location and maximum capacity of each home the agency is permitted to operate.

(f) This chapter does not apply to the following entities:

(1) Private homes of persons providing care to a relative with an intellectual disability **or autism**.

(2) Residential facilities operated by the Department.

(3) Intermediate care facilities for individuals with an intellectual disability licensed by the Department in accordance with Chapter 6600 (relating to intermediate care facilities for individuals with an intellectual disability) **or intermediate care facilities for individuals with other related conditions**.

(4) Foster family care homes licensed by the Office of Children, Youth and Families of the Department that serve only foster care children.

(5) Summer camps.

(6) Facilities serving exclusively personal care home, drug and alcohol, mental health or domiciliary care residents.

(7) Residential homes for three or fewer people with an intellectual disability **or autism** who are 18 years of age or older and who need a yearly average of 30 hours or less direct staff contact per week per home.

(8) Child residential facilities which serve exclusively children, which are regulated under Chapter 3800 (relating to child residential and day treatment facilities).

(g) This chapter does not measure or assure compliance with other applicable Federal, State and local statutes, regulations, codes and ordinances. It is the responsibility of the home to comply with other applicable laws, regulations, codes and ordinances.

#### **Discussion 6400.3.**

#### **§ 6400.4. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Adult*—A person 18 years of age or older.

*Adult Autism Waiver* - An HCBS Federal waiver program approved under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) and designed to provide community-based supports to meet the specific needs of adults with autism spectrum disorders

*Agency*—A person or legally constituted organization operating one or more community homes for people with an intellectual disability **or autism** serving eight or fewer individuals.

*Aversive Conditioning* - The application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

***Autism*—A developmental disorder defined by the edition of the *Diagnostic and Statistical Manual of Mental Disorders*, or its successor, in effect at the time the diagnosis is made. The term includes autistic disorder, Asperger's disorder and autism spectrum disorder.**

*Autism spectrum disorder (ASD)* - A developmental disorder defined and diagnosed in accordance with criteria established in the Diagnostic and Statistical Manual latest edition in effect at time of diagnosis.

*Base-funded services*: A service funded exclusively by a grant to a county under the Mental Health and Intellectual Disability Act of 1966 or Article XIV-B of the Human Services Code.

*Based-funded support coordination* - A program designed to provide community-based support to locate, coordinate and monitor needed support for individuals who receive support through base-funding.

*Chemical restraint* - Use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug prescribed by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as treatment prior to or following a medical or dental examination or treatment.

*Community home for individuals with an intellectual disability **or autism** (home)*—A building or separate dwelling unit in which residential care is provided to one or more individuals with an intellectual disability **or autism**, except as provided in § 6400.3(f) (relating to applicability). Each apartment unit within an apartment building is considered a separate home. Each part of a duplex, if there is physical separation between the living areas, is considered a separate home.

***[Content discrepancy—A difference between what was determined at the ISP meeting by the plan team and what is documented in the written ISP.]***

*Corrective action plan* - a document prepared by a provider following a written determination by the Department of non-compliance with a provision(s) of this Chapter. The plan establishes timelines, person(s) responsible for the implementation and monitoring of corrective action steps.

*Dangerous behavior* – A decision, behavior or action by an individual that creates or is highly likely to result in harm or to place the individual and/or other persons at risk of harm.

*Department*—The Department of Human Services of the Commonwealth.

*Dignity of risk* - Respecting an individual's expression of self-determination, even when it may adversely impact his/her health, safety, or well-being.

*Direct service support worker*—A person whose ~~primary~~ principal job function is to provide services to an individual who attends the provider's facility.

**[~~Documentation—Written statements that accurately record details, substantiate a claim or provide evidence of an event.~~]**

*Exclusion* – when an individual voluntarily or willingly removes himself/herself from his/her immediate environment and places himself/herself alone in a room or an area.

*Family*—the person or people who are related to or determined by the individual as family

*Fire safety expert*—A local fire department, fire protection engineer, State certified fire protection instructor, college instructor in fire science, county or State fire school, volunteer fire person trained by a county or State fire school or an insurance company loss control representative.

*HCBS—Home and community-based support*—An activity, service, assistance or product provided to an individual that is funded through a Federally-approved waiver program or the Medical Assistance State Plan.

**[*ISP—Individual Support Plan*—The comprehensive document that identifies services and expected outcomes for an individual.]**

*Incident* - A situation or occurrence that has a high likelihood of a negative impact on an individual.

*Individual*—An ~~individual~~ adult or child who received a home and community-based intellectual disability or autism support or base-funded services. ~~with an intellectual disability or autism who resides, or receives residential respite care, in a home and who is not a relative of the owner of the home.~~

*Intellectual disability*—~~Subaverage general intellectual functioning which originates during the developmental period and is associated with impairment of one or more of the following:~~

~~—(i) Maturation.~~

~~—(ii) Learning.~~

~~—(iii) Social adjustment.~~

*Individual*—An adult or child who receives a home and community-based intellectual disability or autism support or base-funded services.

*Mechanical restraint* - A device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints. A mechanical restraint does not include:

- (i) A device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.
- (ii) A device prescribed by a health care practitioner to protect the individual in the event of a seizure.

*Natural support*—An activity or assistance that is provided by family, friends, or other community members without expectation of payment

*Non-conformity* - Failure to conform to or meet the expectations outlined within this chapter.

~~[Outcomes—Goals the individual and individual's plan team choose for the individual to acquire, maintain or improve.~~

~~—Plan lead—The program specialist, when the individual is not receiving services through an SCO.~~

~~—Plan team—The group that develops the ISP.]~~

~~PSP—Person-centered support plan.~~ Person-Centered Support Plan (PSP): The comprehensive plan for each individual that is developed using a person-centered process and includes HCBS, risks and mitigation of risks, and individual outcomes for a participant.

*Physical restraint* - A physical (manual) hands-on technique that lasts longer than 30 consecutive seconds and restricts, immobilizes, or reduces an individual's ability to move his/her arms, legs, head, or other body parts freely.

*Positive interventions* - actions or activities intended to prevent, modify, decrease or eliminate challenging behaviors. These interventions or positive behavior supports include, but are not limited to: environmental adaptations or modifications, identifying and addressing physical and behavioral health symptoms, voluntary physical exercise, health and wellness practices, redirection, praise, modeling, conflict resolution, trauma informed care, de-escalation, and reinforcing desired behavior (contingent and non-contingent rewards).

*Pressure point techniques* - The application of pain for the purpose of achieving compliance. This technique does not include utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

*Provider*—~~An entity or person that enters into an agreement with the Department to deliver a service to an individual.~~ The person, entity or organization that is authorized to deliver services under the Medical Assistance Program.

*Relative*—A parent, child, stepparent, stepchild, grandparent, grandchild, brother, sister, half brother, half sister, aunt, uncle, niece or nephew.

***Restraint***—A physical, chemical or mechanical intervention used to control acute, episodic behavior that restricts the movement or function of the individual or a portion of the individual's body, including an intervention approved as part of the PSP or used on an emergency basis.

*SC—Supports coordinator*—An SCO employee whose primary job functions are to locate, coordinate and monitor services provided to an individual when the individual is receiving services from an SCO.

*SCO—Supports coordination organization*—A provider that delivers the services of locating, coordinating and monitoring services provided to an individual.

*Seclusion* - Involuntary confinement of an individual in a room or area from which the individual is physically prevented from leaving.

*Services*—~~Actions or assistance provided to the individual to support the achievement of an outcome.~~ An activity, assistance or product provided to an individual that is funded through a federally approved waiver program, the State plan, or base funding. A service includes HCBS, supports coordination, targeted support management, agency with choice, an organized health care delivery system, vendor goods and services, base-funding service, unless specifically exempted otherwise within this chapter.

*State plan*—The Commonwealth's approved Title XIX State Plan.

*Support coordination* - an HCBS Federal waiver program under section 1915(c) of the Social Security Act (42 U.S.C.A. § 1396n(c)) designed to provide community-based support to locate, coordinate and monitor needed HCBS and other support for individuals.

*Vendor* - A directly-enrolled provider that sells goods or services to the general public, as well as to an HCBS program.

*Volunteer* - A person who works without compensation and under the supervision of an authorized provider or family member alone with an individual in the performance of a service

**Discussion 6400.4.**

All definitions for these regulations should be included in Chapter 6400., and the definitions should be the same across Chapter 6100 and all licensing regulations. Definitions should be consistent and clear with the intent to facilitate communication and understanding. Deleting definitions from the program regulations and including them within Chapter 6100 and the licensing regulations promotes clarity, consistency, and reduces administrative burden across applicable services and programs.

**GENERAL REQUIREMENTS****§ 6400.15. Self-assessment of homes.**

(a) The agency shall complete a self-assessment of each home the agency operates serving eight or fewer individuals, within 3 to 6 months prior to the expiration date of the agency's certificate of compliance, to measure and record compliance with this chapter.

(b) The agency shall use the Department's licensing inspection instrument for the community homes for individuals with an intellectual disability or autism regulations to measure and record compliance.

(c) A copy of the agency's self-assessment results and a written summary of corrections made shall be kept by the agency for at least 1 year.

**Discussion 6400.15.****§ 6400.18. ~~[Reporting of unusual incidents.]~~ Incident report and investigation.**

~~[(a) An unusual incident is abuse or suspected abuse of an individual; injury, trauma or illness of an individual requiring inpatient hospitalization; suicide attempt by an individual; violation or alleged violation of an individual's rights; an individual who is missing for more than 24 hours or who could be in jeopardy if missing at all; alleged misuse or misuse of individual funds or property; outbreak of a serious communicable disease as defined in 28 Pa. Code § 27.2 (relating to specific identified reportable diseases, infections and conditions); an incident requiring the services of a fire department or law enforcement agency; and any condition that results in closure of the home for more than 1 day.~~

~~—(b) Written policies and procedures on the prevention, reporting, investigation and management of unusual incidents shall be developed and kept at the home.~~

~~—(c) The home shall orally notify the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the~~

**Department, within 24 hours after abuse or suspected abuse of an individual or an incident requiring the services of a fire department or law enforcement agency occurs.**

~~—(d) The home shall initiate an investigation of the unusual incident and complete and send copies of an unusual incident report on a form specified by the Department to the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department, within 72 hours after an unusual incident occurs.~~

~~—(e) The home shall send a copy of the final unusual incident report to the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department at the conclusion of the investigation.~~

~~—(f) A copy of unusual incident reports relating to an individual shall be kept in the individual's record.~~

~~—(g) A copy of unusual incident reports relating to the home itself, such as those requiring the services of a fire department, shall be kept.~~

~~—(h) The individual's family or guardian shall be immediately notified in the event of an unusual incident relating to the individual, if appropriate.]~~

**(a) The A provider shall will report the following incidents, and alleged incidents and suspected incidents through the Department's information management system within 24 hours of discovery by a staff person having knowledge of the incident:**

**(1) Death.**

**(2) Suicide attempt.**

**(3) Inpatient admission to a hospital.**

**(4) Visit to an emergency room.**

**(5) Abuse.**

**(6) Neglect.**

**(7) Exploitation.**

**(8) ~~An individual who is missing for more than 24 hours or who could be in jeopardy if missing at all.~~ An individual if missing for more than 24 hours or if the individual is in immediate jeopardy if missing for any period of time.**

**(9) Law enforcement activity.**



- (10) Injury requiring treatment beyond first aid.
- (11) Fire requiring the services of the fire department.
- (12) Emergency closure.
- (13) Use of an inappropriate or unnecessary restraint.
- (14) Theft or misuse of individual funds.
- (15) A violation of individual rights.

~~(b) The individual and the persons designated by the individual shall be notified immediately upon discovery of an incident relating to the individual.~~ A home will report the following incidents in the Department's information management system within 72 hours of the occurrence or discovery of the incident:

- (1) A medication administration error.

~~(c) The home shall keep documentation of the notification in subsection (a). The individual and person(s) designated by the individual shall be notified upon discovery of an incident related to the individual.~~

(d) The incident report, redacted to exclude information about another individual and the reporter, unless the reporter is the individual who receives the report, shall be available to the individual, and persons designated by the individual, upon request.

(e) The home shall take immediate action to protect the health, safety and well-being of the individual following the initial knowledge or notice identification of an incident, alleged incident and/or suspected incident.

(f) The home shall will initiate an investigation of an incident certain incidents within 24 hours of the occurrence or discovery by a staff person of the incident of the following:

- (1) Death
- (2) Abuse
- (3) Neglect
- (4) Exploitation
- (5) Missing person
- (6) Theft or misuse of individual funds
- (7) Violations of individuals rights
- (8) Unauthorized or inappropriate use of a restraint
- (9) Rights violation
- (10) Individual to individual sexual abuse and serious injury

~~(g) A Department-certified incident investigator shall conduct the incident investigation of the incident listed in subsection (a). The incident investigation will be thorough and conducted by a Department-certified incident instructor.~~

~~(h) The home shall will finalize the incident report in the Department's information management system or on a form specified by the Department within 30 days of discovery of the incident by a staff person, by including additional information about the incident, results of a required investigation and corrective actions taken within 30 days of the occurrence or discovery of the incident unless an extension is filed.~~

~~(i) The A home shall will provide the following information to the Department as part of the final incident report:~~

~~(1) Any known additional detail about the incident.~~

~~(2) The results of the incident investigation.~~

~~(3) A description of the corrective action(s) taken or planned in response to an the incident as necessary.~~

~~(4) Additional action(s) taken to protect the health, safety and well-being of the individual. (5) The person responsible for implementing the corrective action.~~

~~(6) The date the corrective action was implemented or is to be implemented.~~

**Discussion 6400.18.**

Wording on the investigative entees as well as additional reporting older adults, child line or adult protective services needs to be added.

§ 6400.19. ~~[Reporting of deaths.]~~ Incident procedures to protect the individual.

~~[(a) The home shall complete and send copies of a death report on a form specified by the Department to the county intellectual disability program of the county in which the home is located, the funding agency and the regional office of the Department, within 24 hours after a death of an individual occurs.~~

~~—(b) The home shall investigate and orally notify the county intellectual disability program of the county in which the home is located, the funding agency and the appropriate regional office of the Department within 24 hours after an unusual or unexpected death occurs.~~

~~—(c) A copy of death reports shall be kept in the individual's record.~~

~~—(d) The individual's family or guardian shall be immediately notified in the event of a death of an individual.]~~

~~(a) In investigating an incident, the home shall review and consider the following needs of the affected individual:~~ In reviewing a serious incident, or pattern of incidents, a home will review and consider the following needs of the affected individual(s):

- (1) Potential risks.
- (2) Health care information.
- (3) Medication history and current medication.
- (4) Behavioral health history.
- (5) Incident history.
- (6) Social needs.
- (7) Environmental needs.
- (8) Personal safety.

(b) The home shall will monitor an individual's risk for recurring incidents and implement corrective action, as appropriate.

(c) The home shall will work cooperatively with the support coordinator or targeted manager and the PSP team to revise the PSP if indicated by the incident investigation, as needed.

**Discussion 6400.19.**

Wording on the investigative entees as well as additional reporting older adults, child line or adult protective services needs to be added.

**§ 6400.20. [Record of incidents.] Incident analysis.**

~~[The home shall maintain a record of individual illnesses, seizures, acute emotional traumas and accidents requiring medical attention but not inpatient hospitalization, that occur at the home.]~~

(a) The home shall complete the following for each confirmed incident:

- (1) Analysis to determine the root cause of the incident.

(2) **Corrective action.**

(3) **A strategy to address the potential risks to the affected individual.**

(b) **The home shall will review and analyze all reportable incidents and conduct a trend analysis at least every 3 months.**

(c) **As part of the review, The a home shall will identify and implement preventive measures when appropriate to attempt to reduce:**

(1) **The number of incidents.**

(2) **The severity of the risks associated with the incident.**

(3) **The likelihood of an incident recurring.**

(d) **The home shall educate staff persons and the individual based on the circumstances of the incident. will provide training/retraining to staff persons and the individual, based on the outcome of the incident analyses as necessary.**

(e) **The home shall analyze incident data continuously and take actions to mitigate and manage risks. will monitor incident data and take actions to mitigate and manage risk factors as necessary.**

#### **Discussion 6400.20**

**Reporting older adults, child line or adult protective services needs to be added and how and when corrective actions will be evaluated**

*(Editor's Note: The following section is new and printed in regular type to enhance readability.)*

#### **§ 6400.24. Applicable laws and regulations.**

The home shall comply with applicable Federal, State and local laws, regulations and ordinances.

#### **Discussion 6400.24.**

### **INDIVIDUAL RIGHTS**

**§ 6400.31. [Informing and encouraging exercise] Exercise of rights.**

~~[(a) Each individual, or the individual's parent, guardian or advocate, if appropriate, shall be informed of the individual's rights upon admission and annually thereafter.~~

~~—(b) Statements signed and dated by the individual, or the individual's parent, guardian or advocate, if appropriate, acknowledging receipt of the information on rights upon admission and annually thereafter, shall be kept.~~

~~—(c) Each individual shall be encouraged to exercise his rights.]~~

(a) An individual may not be deprived of rights as provided under § 6400.32 (relating to rights of the individual). An approved PSP will be deemed consistent with an individual's rights.

(b) An individual shall be continually supported to exercise the individual's rights. An individual will be provided services, supports, and accommodations to assist the individual to understand and to actively exercise rights as he/she chooses. The services, supports, and accommodation necessary for the individual to understand and activity exercise rights as they choose will be funded by the Department as part of the PSP.

~~(c) An individual shall be provided the support and accommodation necessary to be able to understand and actively exercise the individual's rights.~~

~~(d)~~(c) An individual may not be reprimanded, punished or retaliated against for exercising the individual's rights.

(e)(d) A court's written order that restricts an individual's rights shall be followed.

~~—(f) A court-appointed legal guardian may exercise rights and make decisions on behalf of an individual in accordance with a court order.~~

~~—(g) An individual who has a court-appointed legal guardian, or who has a court order restricting the individual's rights, shall be involved in decision making in accordance with the court order.~~

(h)(e) An individual has the right to designate persons to assist in decision making on behalf of the individual.

#### **Discussion 6400.31.**

***Better ability to support individual choice in areas in addition to ones that are reflective of federal mandated actions.***

#### **§ 6400.32. Rights of the individual.**

**[An individual may not be deprived of rights.]**

**(a)** An individual may not be discriminated against because of race, color, creed, disability, religious affiliation, ancestry, gender, gender identity, sexual orientation, national origin or age.

**(b)** ~~An individual has the right to civil and legal rights afforded by law, including the right to vote, speak freely, and practice the religion of his choice or to practice no religion.~~ An individual has the right to the same civil legal, and human rights afforded by law to all people.

**(c)** ~~An individual may not be abused, neglected, mistreated, exploited, abandoned or subjected to corporal punishment.~~ An individual has the right to be free from abuse, neglect, mistreatment, exploitation, abandonment or be subjected to corporal punishment

~~**(d)** An individual shall be treated with dignity and respect.~~

**(e)(d)** ~~An individual has the right to make choices and accept risks.~~ An individual has the right to make informed choices and accept personal risks that do not pose a threat to the individual's and/or another person's health, safety, or well-being.

**(f)(e)** An individual has the right to refuse to participate in activities and supports.

**(g)(f)** An individual has the right to control the his/her individual's own schedule and activities in accordance to their PSP.

~~**(h)** An individual has the right to privacy of person and possessions.~~

~~**(i)** An individual has the right of access to and security of the individual's possessions.~~

~~**(j)** An individual has the right to voice concerns about the supports the individual receives.~~

**(k)(g)** An individual has the right to participate in the development and implementation of the PSP.

**(l)(h)** An individual has the right to receive scheduled and unscheduled visitors, and to communicate and meet privately with persons of the individual's choice, at any time.

**(m)(i)** An individual has the right to unrestricted access to send and receive mail and other forms of communications, unopened and unread by others.

**(n)(j)** An individual has the right to unrestricted and private access to telecommunications.

**(o)(k)** An individual has the right to manage and access his own finances.

**(p)(l)** An individual has the right to choose persons with whom to share a bedroom.

(q)(m) An individual has the right to furnish and decorate the individual's bedroom and the common areas of the home.

(r)(n) An individual has the right to lock the individual's bedroom door.

(s)(o) An individual has the right to access food at any time.

(t)(p) An individual has the right to make informed health care decisions.

<b>Discussion 6400.32.</b>
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§ 6400.33. ~~[Rights of the individual.]~~ Negotiation of choices.

~~[(a) An individual may not be neglected, abused, mistreated or subjected to corporal punishment.]~~

~~—(b) An individual may not be required to participate in research projects.~~

~~—(c) An individual has the right to manage personal financial affairs.~~

~~—(d) An individual has the right to participate in program planning that affects the individual.~~

~~—(e) An individual has the right to privacy in bedrooms, bathrooms and during personal care.~~

~~—(f) An individual has the right to receive, purchase, have and use personal property.~~

~~—(g) An individual has the right to receive scheduled and unscheduled visitors, communicate, associate and meet privately with family and persons of the individual's own choice.~~

~~—(h) An individual has the right to reasonable access to a telephone and the opportunity to receive and make private calls, with assistance when necessary.~~

~~—(i) An individual has the right to unrestricted mailing privileges.~~

~~—(j) An individual who is of voting age shall be informed of the right to vote and shall be assisted to register and vote in elections.~~

~~—(k) An individual has the right to practice the religion or faith of the individual's choice.~~

~~—(l) An individual has the right to be free from excessive medication.~~

~~—(m) An individual may not be required to work at the home, except for the upkeep of the individual's personal living areas and the upkeep of common living areas and grounds.]~~

(a) An individual's rights shall will be exercised so that another individual's rights are not violated.

(b) Choices shall will be negotiated by the affected individuals in accordance with the home's procedures for the individuals to resolve differences and make choices.

**Discussion 6400.33. *Better ability to support individual choice in areas in addition to ones that are reflective of federal mandated actions.***

§ 6400.34. [Civil] Informing of rights.

~~[(a) An individual may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, national origin, age or sex.~~

~~—(b) The home shall develop and implement civil rights policies and procedures. Civil rights policies and procedures shall include the following:~~

~~—(1) Nondiscrimination in the provision of services, admissions, placement, use of the home, referrals and communication with non-English speaking and nonverbal individuals.~~

~~—(2) Physical accessibility and accommodations for individuals with physical disabilities.~~

~~—(3) The opportunity to lodge civil rights complaints.~~

~~—(4) Informing individuals of their right to register civil rights complaints.]~~

(a) The home shall inform and explain individual rights to the individual, and persons designated by the individual, upon admission to the home and annually thereafter.

(b) The home shall keep a copy of the statement signed by the individual, or the individual's court-appointed legal guardian, acknowledging receipt of the information on individual rights.

**Discussion 6400.34.**

## STAFFING

§ 6400.44. Program specialist.



(a) A minimum of ~~[one]~~ 1 program specialist shall be assigned for every 30 individuals. A program specialist shall be responsible for a maximum of 30 people, including people served in other types of services.

(b) The program specialist shall be responsible for the following:

- ~~[(1) Coordinating and completing assessments.~~
- ~~—(2) Providing the assessment as required under § 6400.181(f) (relating to assessment).~~
- ~~—(3) Participating in the development of the ISP, ISP annual update and ISP revision.~~
- ~~—(4) Attending the ISP meetings.~~
- ~~—(5) Fulfilling the role of plan lead, as applicable, under §§ 6400.182 and 6400.186(f) and (g) (relating to development, annual update and revision of the ISP; and ISP review and revision).~~
- ~~—(6) Reviewing the ISP, annual updates and revisions under § 6400.186 for content accuracy.~~
- ~~—(7) Reporting content discrepancy to the SC, as applicable, and plan team members.~~
- ~~—(8) Implementing the ISP as written.~~
- ~~—(9) Supervising, monitoring and evaluating services provided to the individual.~~
- ~~—(10) Reviewing, signing and dating the monthly documentation of an individual's participation and progress toward outcomes.~~
- ~~—(11) Reporting a change related to the individual's needs to the SC, as applicable, and plan team members.~~
- ~~—(12) Reviewing the ISP with the individual as required under § 6400.186.~~
- ~~—(13) Documenting the review of the ISP as required under § 6400.186.~~
- ~~—(14) Providing the documentation of the ISP review to the SC, as applicable, and plan team members as required under § 6400.186(d).~~
- ~~—(15) Informing plan team members of the option to decline the ISP review documentation as required under § 6400.186(e).~~
- ~~—(16) Recommending a revision to a service or outcome in the ISP as provided under § 6400.186(e)(4).~~

- ~~—(17) Coordinating the services provided to an individual.~~
- ~~—(18) Coordinating the training of direct service workers in the content of health and safety needs relevant to each individual.~~
- ~~—(19) Developing and implementing provider services as required under § 6400.188 (relating to provider services).]~~

(1) Coordinating the completion of assessments.

(2) Participating in the PSP process, PSP development, PSP team reviews and the implementation of the PSP in accordance with this chapter.

(3) Providing and supervising activities for the individuals in accordance with the PSPs.

(4) Supporting the integration of individuals in the community.

(5) Supporting individual communication and involvement with families and friends.

(c) A program specialist shall have one of the following groups of qualifications:

(1) A master's degree or above from an accredited college or university and 1 year of work experience working directly with individuals with an intellectual disability or autism.

(2) A bachelor's degree from an accredited college or university and 2 years of work experience working directly with individuals with an intellectual disability or autism.

(3) An associate's degree or 60 credit hours from an accredited college or university and 4 years of work experience working directly with individuals with an intellectual disability or autism.

#### **Discussion 6400.44.**

#### **§ 6400.45. Staffing.**

(a) A minimum of one staff person for every eight individuals shall be awake and physically present at the home when individuals are awake at the home.

(b) A minimum of **[one] 1** staff person for every 16 individuals shall be physically present at the home when individuals are sleeping at the home.

(c) An individual may be left unsupervised for specified periods of time if the absence of direct supervision is consistent with the individual's assessment and is part of the

individual's [ISP] PSP, as an outcome which requires the achievement of a higher level of independence.

(d) The staff qualifications and staff ratio as specified in the [ISP] PSP shall be implemented as written, including when the staff ratio is greater than required under subsections (a), (b) and (c).

(e) An individual may not be left unsupervised solely for the convenience of the residential home or the direct service worker.

**Discussion 6400.45.**

§ 6400.46. [Staff] Emergency training.

~~[(a) The home shall provide orientation for staff persons relevant to their responsibilities, the daily operation of the home and policies and procedures of the home before working with individuals or in their appointed positions.~~

~~—(b) The home shall have a training syllabus describing the orientation specified in subsection (a).~~

~~—(c) The chief executive officer shall have at least 24 hours of training relevant to human services or administration annually.~~

~~—(d) Program specialists and direct service workers who are employed for more than 40 hours per month shall have at least 24 hours of training relevant to human services annually.~~

~~—(e) Program specialists and direct service workers shall have training in the areas of intellectual disability, the principles of integration, rights and program planning and implementation, within 30 calendar days after the day of initial employment or within 12 months prior to initial employment.~~

~~—(f)-(a)~~ (a) Program specialists and direct service workers shall be trained before working with individuals in general fire safety, evacuation procedures, responsibilities during fire drills, the designated meeting place outside the building or within the fire safe area in the event of an actual fire, smoking safety procedures if individuals or staff persons smoke at the home, the use of fire extinguishers, smoke detectors and fire alarms, and notification of the local fire department as soon as possible after a fire is discovered.

[(g)] (b) Program specialists and direct service workers shall be trained annually by a fire safety expert in the training areas specified in subsection [(f)] (a).

~~[(h)]~~ (c) Program specialists and direct service workers and at least one person in a vehicle while individuals are being transported by the home[,] shall be trained before working with individuals in first aid techniques.

~~[(i)]~~ (d) Program specialists, direct service workers and drivers of and aides in vehicles shall be trained within 6 months after the day of initial employment and annually thereafter, by an individual certified as a trainer by a hospital or other recognized health care organization, in first aid, Heimlich techniques and cardio-pulmonary resuscitation.

~~—[(j)] Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and staff persons attending, shall be kept.]~~

**Discussion 6400.46.**

*(Editor's Note: Sections 6400.50—6400.52 are new and printed in regular type to enhance readability.)*

**§ 6400.50. Annual training plan.**

(a) ~~The home shall design an annual training plan based on the needs of the individuals as specified in the individuals' PSPs, other data and analysis indicating staff person training needs and as required under §§ 6400.46 and 6400.52 (relating to emergency training; and annual training).~~ The home will design an annual training plan based on the needs specified in the individual's PSP and the provider's quality improvement strategy.

(b) The annual training plan ~~must~~ will include the orientation program as specified in § 6400.51 (relating to orientation program).

(c) The annual training plan ~~must~~ will include training ~~aimed at~~ intended to improve the knowledge, skills and core competencies of the staff persons to be trained.

~~—(d) The annual training plan must include the following: The plan shall address the need for training in basics such as rights, facilitating community integration, honoring choice and supporting individuals to maintain relationships.~~

~~—(1) The title of the position to be trained.~~

~~—(2) The required training courses, including training course hours, for each position.~~

(e) The plan will explain how the provider will assure that staff understand their responsibilities around the promotion of individual rights and the reporting of suspected rights violations, abuse or neglect in accordance with the regulations that define those rights and responsibilities.

(f) The plan will explain how the provider will assure that staff understand the safe and appropriate use of positive interventions, including the training in the plans which are unique for any one person served.

(g) The plan will include the following positions

(1) paid staff with client contract;

(2) paid and unpaid interns who provide reimbursed supports to an individual and work alone with individuals;

(3) volunteers who provide reimbursed supports to an individual and who work alone with individuals.

(h) The annual training plan shall include the following

(1) the title of the position to be trained

(2) the required training courses including the training course hours for each position

(i) Records of orientation and training including the training source, content, dates, length of training, copies of certificate receive and persons attending shall be kept.

(j) The provider shall keep a training record for each person trained

#### **Discussion 6400.50.**

The purpose for a training plan is defeated by the idea that specific subjects or specific number of hours will address the needs of the clients or the organization. The training plan must be created based on an assessment that is by definition unique. As agencies analyze the needs of the people they support, the knowledge created in the field and their assessment of performance, a flexible, customized, quality focused plan will emerge. This new section collapses the critical elements of section 141 and 143 into one streamlined and accountable set of standards to not only maintain the basics, but to advance our work to the next level.

Collapse 6400.50 and 6400.52 into one section.

#### **§ 6400.51. Orientation program.**

(a) ~~Prior to working alone with individuals, and within 30 days after hire, the following shall complete the orientation program as described in subsection (b):~~ Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will complete the orientation program as described in subsection (b):

(1) Management, program, administrative and fiscal staff persons.

(2) Dietary, housekeeping, maintenance and ancillary staff persons.

(3) Direct service workers, including full-time and part-time staff persons.

(4) Volunteers who will ~~work alone~~ interact with individuals.

(5) Paid and unpaid interns who will ~~work alone~~ interact with individuals.

(6) Consultants who will ~~work alone~~ interact with individuals.

(b) The orientation program must encompass the following areas:

~~—(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~

(2)(1) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with sections 701—708 of the Older Adults Protective Services Act (35 P.S. §§ 10225.701—10225.708), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable protective services regulations.

(3)(2) Individual rights.

(4)(5) Recognizing and reporting incidents.

~~—(5) Job-related knowledge and skills.~~

(c) Within 30 days after hire, and before working directly with or starting to provide service to an individual, the following persons will also complete orientation training that incorporates application of person-centered practices such as including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships:

(1) Management, program, administrative and fiscal staff persons.

(2) Direct support staff persons, including full-time and part-time staff persons.

(3) Household members who will provide a reimbursed support to the individual.

(4) Life sharers.

(5) Records of orientation training, including the training source, content, dates, length of training, copies of certificates received and persons attending shall be kept.

(6) The provider will maintain a training record for each person trained

(e) Anyone that works alone with an individual as part of an HCBS must complete orientation program, as described in subsection (b), within 30 days of hire.

**Discussion 6400.51.**

Focus on reducing the need for certain training in different levels. Open up the training of the basics to those who interact with individuals. Focus on protecting the individuals and limiting the extensive training requirements for certain positions.

As noted in discussion section of 6400.50 the provisions included in 6400.50 (e) and (f) should be added to this section in order to clearly indicate the need for documentation and record of training.

This section is geared towards licensed providers. Remove AWC, OHCDs from the regulations and modify this section for unlicensed providers and transportation trip providers. Payment rates must be increased significantly for unlicensed providers and Transportation trip providers if they are expected to comply fully with this section. This list is not fully inclusive and infers that transportation mile individuals (OHCDs/AWC) who are reimbursed but not household members do not need training. Also, the inclusion of volunteers, management staff is problematic for unlicensed providers, transportation trip, AWC and OHCDs providers. The department must reconsider this section as it relates to all services, provider types and service delivery models.

#### **§ 6400.52. Annual training.**

- ~~—(a) The following staff persons shall complete 24 hours of training each year:~~
  - ~~—(1) Direct service workers.~~
  - ~~—(2) Direct supervisors of direct service workers.~~
  - ~~—(3) Program specialists.~~
- ~~—(b) The following staff persons shall complete 12 hours of training each year:~~
  - ~~—(1) Management, program, administrative and fiscal staff persons.~~
  - ~~—(2) Dietary, housekeeping, maintenance and ancillary staff persons.~~
  - ~~—(3) Consultants who work alone with individuals.~~
  - ~~—(4) Volunteers who work alone with individuals.~~
  - ~~—(5) Paid and unpaid interns who work alone with individuals.~~
- ~~—(c) A minimum of 8 hours of the annual training hours specified in subsections (a) and (b) must encompass the following areas:~~

- ~~—(1) The application of person-centered practices, including respecting rights, facilitating community integration, honoring choice and supporting individuals in maintaining relationships.~~
- ~~—(2) The prevention, detection and reporting of abuse, suspected abuse and alleged abuse in accordance with sections 701—708 of the Older Adults Protective Services Act (35 P.S. §§ 10225.701—10225.708), 23 Pa.C.S. §§ 6301—6386 (relating to Child Protective Services Law), the Adult Protective Services Act (35 P.S. §§ 10210.101—10210.704) and applicable adult protective services regulations.~~
- ~~—(3) Individual rights.~~
- ~~—(4) Recognizing and reporting incidents.~~
- ~~—(5) The safe and appropriate use of positive interventions if the staff person will provide a support to an individual with a dangerous behavior.~~
- ~~—(d) The balance of the annual training hours must be in areas identified by the home in the home's annual training plan in § 6400.50 (relating to annual training plan).~~
- ~~—(e) All training, including those training courses identified in subsections (c) and (d), must be included in the provider's annual training plan.~~
- ~~—(f) Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and staff persons attending, shall be kept.~~
- ~~—(g) A training record for each person trained shall be kept.~~

#### **Discussion 6400.52.**

We recommend AWC and OHCDs be removed from the regulations and that Transportation Trip and Unlicensed home and community based providers be excluded from 6100.143 as written. We believe this list of training is geared strictly towards licensed providers and impedes the promotion of family support models of service delivery. A prescribed number of hours for training will not support appropriate training specific for the individual and does not afford the opportunity for families/participants and the unlicensed providers and Transportation trip providers that support them with the type and frequency of training that is needed for the individual. When there are established mandates to hours versus individuality, the quality is a lost and the opportunity to supporting the values of ODP and everyday lives is lost. The current unit rates will not support the increase in training requirements. Optimally, AWC and OHCDs providers will be removed from 6100 regulations and unlicensed providers and transportation trip providers should have separate training requirements that do not include a specific number of hours.

See comment under 6100.50.



## MEDICATIONS

### Discussion MEDICATIONS

There are two extremely important issues concerning the proposed new regulations pertaining to medication administration. These need to be addressed to prevent unintended negative consequences.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge.  
Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information, prevailing practices and technology emerge.
2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

#### Regarding 1

As a ready example of the problem with codifying material which requires change over time, an area has been identified in which the proposed regulations are at odds with prevailing practices as detailed by Title 49 of the State Nursing Board. Title 49 PA. CODE CH. 21 explicitly provides for Licensed Practical Nurses to accept oral orders for administering medication. The proposed 6100.465 provision only allows this practice for Registered Nurses.

This discrepancy is instructive both to the specific issue regarding LPN's and to the process issue of codifying Nursing Practices content which changes from time to time according to authorities outside of the Department. It is noted that the provider system needs LPN's to be able to do all that state law provides for them to do. In the second case, we need regulations which do not lock providers to standards which may soon become obsolete due to new and emerging best practices and advances.

A second example of the problem with trying to maintain this content in multiple places is that there are already discrepancies between the proposed 6100's and the Department's Approved Medication Administration Training. The training's required checklist for medication self-administration has discrepancies with the proposed regulation. There is also a notable practice discrepancy regarding pre-pouring of medications. We should avoid such confusion by maintaining this content in just one place, namely the Medication Administration Training module and not regulations.

## Regarding 2

We believe that there was an inadvertent problem created by the inclusion of standardized medications content across these four program areas, which would include the 6500 regulations. If the 6500 LifeSharing programs are included in this requirement, significant unintended consequences are likely to severely impact the viability and expansion of this program; one which the Department has repeatedly stated they desire to expand. A consequence as well for the inclusion of this provision for 6500 programs will be more institutional style program expectations in a program which should increasingly exemplify the ideals of Everyday Lives principals in an integrated and typical family fashion. LifeSharing (6500) service providers are not currently required to complete the ODP Medication Training Module. The Module is necessarily a very detailed training requiring at least two full days of training plus four subsequent in-situ observations. This level of intensive training is possible in 2380, 2390 and 6400 programs because they have staff who are employees with employer-controlled schedules and they have centralized access to administrative supports. These conditions do not exist and are not desirable for LifeSharing. LifeSharing is provided in people's homes.

LifeSharing providers are not employees who spend regular time at training locations, nor should they – they are typical families who work and live in the community. These families work their own independent jobs in the community and would be challenged just to have the physical access to go through this process. There is already a shortage of certified medication administration trainers contributing to this access problem. Requiring this additional training would necessarily result in losing some providers who are unable to connect with the available training times and places, and potentially separating an already established shared life situation with an individual. It would also add a new barrier for new family-providers at a time when the Department is trying to expand this service and providers are trying to find and recruit willing families.

Another problem with this expansion of the Training Module into the 6500's involves the respite services which are crucial to helping LifeSharing providers to support individuals over the long-haul. Respite providers are often potential LifeSharing providers who are interested in gaining experience with the service and with individuals. These new/potential providers have not gone through full process as providers yet – adding this considerable step when they are not yet committed to the service would be destructive to the service.

Yet another problem with requiring specific detailed training that can only come from service agencies to the 6500's is the necessity that we maintain LifeSharing providers' relationship as contracted supports rather than employees. The level of training specificity, the fact that it would be the "presumed employer" providing the training and the likelihood that LifeSharing families would be taking the training alongside employees with no differentiation from the employees all implies an employee relationship which needs to be avoided if LifeSharing is going to continue to be an efficient, community-based model.

Finally, there is also a simple matter of proportionality. LifeSharing providers generally only

serve one individual and the individuals in LifeSharing are typically able to take more responsibility for themselves than individuals in the other licensure groups. LifeSharing providers are able to focus-in on the needs of their lifesharer. They do not need days of general information. To require the Medication Administration Module of them would be disproportionate to their task – in fact, it would change the nature of the service from family-like supports to medical-model “administration” of medical care.

Sections 6100.461-6100.469, 2380.121-2380.129, 2390.191-2390.199, 6400.161-169 and 6500.131-6500.139 should be rewritten so that 2380, 2390 and 6400 programs are subject to ODP’s approved Medication Administration Module, current applicable practices law and nothing else. Additionally, 6500 programs shall be subject to existing (not proposed) 6500 regulations, current applicable law and nothing else. The 6100.470 Exception for Family Members should be retained.

Self-administered Prescription Medications shall be supported according to the Office of Developmental Programs’ Approved Medication Administration Training.

§ 6400.161. ~~[Storage of medications.]~~ Self-admini-stration.

~~—(a) Prescription and nonprescription medications shall be kept in their original containers, except for medications of individuals who self-administer medications and keep the medications in personal daily or weekly dispensing containers.~~

~~—(b) Prescription and potentially toxic nonprescription medications shall be kept in an area or container that is locked, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.~~

~~—(c) Prescription and potentially toxic nonprescription medications stored in a refrigerator shall be kept in a separate locked container, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.~~

~~—(d) Prescription and nonprescription medications shall be stored under proper conditions of sanitation, temperature, moisture and light.~~

~~—(e) Discontinued prescription medications shall be disposed of in a safe manner.]~~

(a) A home shall will provide an individual who has a prescribed medication with assistance, as needed, for the individual's self-administration of the medication.

(b) Assistance in the self-administration of medication includes may include helping the individual to remember adhere to the schedule for taking the medication, offering the

individual the medication at the prescribed times, opening a medication container and storing the medication in a secure place.

(c) The provider PSP team ~~shall will provide or arrange for~~ facilitate the utilization of assistive technology to support the individual's self-administration of medications.

(d) The PSP must identify if the individual is ~~unable~~ able to self-administer medications.

(e) To be considered able to self-administer medications, an individual ~~shall will do all of the following:~~

(1) Be able to recognize and distinguish the individual's his/her medication

(2) Know how much medication is to be taken.

(3) Know and understand the purpose for taking the medication.

(3)(4) Know when the medication is to be taken. This knowledge may include reminders of the schedule and offering the medication at the prescribed times as specified in subsection (b).

(4)(5) Be able to take or apply the individual's his/her own medication with or without the use of assistive technology.

#### Discussion 6400.161.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge. Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information, prevailing practices and technology emerge.
2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

These points as further described in Discussion for 6100.461 persuade us to recommend that 6100 regulations pertaining to Medication Administration should refer to the Departments Approved Medication Training for the 2380, 2390 and 6400 services and should cite existing 6500 regulations for the 6500 services. The 6100.470 Exception for Family Members should be retained.

Prescription Medications shall be stored and disposed of according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.162. ~~[Labeling of medications.]~~ Medication administration.

~~[(a) The original container for prescription medications shall be labeled with a pharmaceutical label that includes the individual's name, the name of the medication, the date the prescription was issued, the prescribed dose and the name of the prescribing physician.]~~

~~—(b) Nonprescription medications shall be labeled with the original label.]~~

(a) ~~A home whose staff persons or others are qualified to administer medications as specified in subsection (b) may provide medication administration for an individual who is unable to self-administer the individual's prescribed medication.~~ Persons who administer prescription medication or insulin injections to individuals shall receive training by the individual's source of healthcare or by the the prescribed department's medication administration model as required by chapters 2380, 2390, and 6400.

(b) A prescription medication that is not self-administered shall be administered by one of the following:

(1) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse, certified registered nurse practitioner, licensed practical nurse or licensed paramedic.

(2) A person who has completed the medication administration training as specified in § 6400.169 (relating to medication administration training) for the medication administration of the following:

(i) Oral medications.

(ii) Topical medications.

(iii) Eye, nose and ear prescription drop medications.

(iv) Insulin injections.

(v) Epinephrine injections for insect bites or other allergies.

(vi) Medications administered via G/U tube.

(c) Medication administration includes the following activities, based on the needs of the individual:

(1) Identify the correct individual.

- (2) Remove the medication from the original container.**
- (3) Crush or split the medication as ordered by the prescriber.**
- (4) Place the medication in a medication cup or other appropriate container, or in the individual's hand, mouth or other route as ordered by the prescriber.**
- (5) If indicated by the prescriber's order, measure vital signs and administer medications according to the prescriber's order.**
- (6) Injection of insulin or epinephrine in accordance with this chapter.**

#### **Discussion 6400.162.**

We believe that there was an inadvertent problem created by the inclusion of standardize medications content across these four program areas, which would include the 6500 regulations. If the 6500 LifeSharing programs are included in this requirement, significant unintended consequence are likely to severely impact the viability and expansion of this program; one which the Department has repeatedly stated they desire to expand. A consequence as well for the inclusion of this provision for 6500 programs will be more institutional style program expectations in a program which should increasingly exemplify the ideals of Everyday Lives principals in an integrated and typical family fashion to the retest degree. LifeSharing (6500) service providers are not currently required to complete the ODP Medication Training Module. The Module is necessarily a very detailed training requiring at least two full days of training plus four subsequent observations. This level of intensive training is possible in 2380, 2390 and 6400 programs because they have staff who are employees with employer-controlled schedules and they have centralized access to administrative supports, in perhaps a less intrusive way than entering a family's home. These conditions do not exist and are not desirable for LifeSharing. LifeSharing is provided in people's homes.

LifeSharing providers are not employees who spend regular time at training locations, nor should they – they are typical families who work and live in the community. These families work their own independent jobs in the community and would be challenged just to have the physical access to go through this process. There is already a shortage of certified medication administration trainers contributing to this access problem. Requiring this additional training would necessarily result in losing some providers who are unable to connect with the available training times and places, and potentially separating an already established shared life situation with an individual. It would also add a new barrier for new family-providers at a time when the Department is trying to expand this service and providers trying to find and recruit willing families.

Another problem with this expansion of the Training Module into the 6500's involves the respite services which are crucial to helping LifeSharing providers to support individuals over the long-haul. Respite providers are often potential LifeSharing providers who are interested

in gaining experience with the service and with individuals. These new/potential providers have not gone through full process as providers yet – adding this considerable step when they are not yet committed to the service would be destructive to the service.

Further concerns with requiring specific detailed training that can only come from service agencies to the 6500's is the necessity that we maintain LifeSharing providers' relationship as contracted supports rather than employees. The level of training specificity, the fact that it would be the "presumed employer" providing the training and the likelihood that LifeSharing providers would be taking the training alongside employees with no differentiation from the employees all implies an employee relationship which needs to be avoided if LifeSharing is going to continue to be an efficient, community-based model. Clear expectations are established by the IRS and DOL which providers must explicitly follow to maintain explicit differences between independent contractors and employees.

Finally, there is also a simple matter of proportionality. LifeSharing providers generally only serve one individual and the individuals in Life Sharing are typically able to take more responsibility for themselves than individuals in the other licensure groups. LifeSharing providers are able to focus-in on the needs of their lifesharer. They do not need days of general information. To require the Medication Administration Module of them would be disproportionate to their task – in fact, it would change the nature of the service from family-like supports to medical-model "administration" of medical care.

Oral, topical and drop medications will be administered according to the Office of Developmental Programs' Approved Medication Administration Training.

Insulin administration additionally requires successful completion of a Department-approved diabetes patient education program.

Epinephrine auto-injection requires the Office of Developmental Programs' Approved Medication Administration Training and epinephrine injection device training provided by a licensed, registered or certified health care professional.

§ 6400.163. ~~[Use of prescription]~~ Storage and disposal of medications.

~~[(a) Prescription medications shall only be used by the individual for whom the medication was prescribed.]~~

~~—(b) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a written protocol as part of the ISP to address the social, emotional and environmental needs of the individual related to the symptoms of the diagnosed psychiatric illness.~~

~~—(c) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a review with documentation by a licensed physician at least every 3 months that includes the reason for prescribing the medication, the need to continue the medication and the necessary dosage.]~~

**(a) Prescription and nonprescription medications shall be kept in their original labeled containers, except for medications of individuals who self-administer medications and keep their medications in personal daily or weekly dispensing containers.**

**(b) ~~A prescription medication may not be removed from its original labeled container more than 2 hours in advance of the scheduled administration.~~ Prescription and potentially toxic nonprescription medications shall be kept in an area or container that is locked or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.**

**(c) ~~If insulin or epinephrine is not packaged in an individual dose container, assistance with or the administration of the injection shall be provided immediately upon removal of the medication from its original labeled container.~~ Prescription and potentially toxic nonprescription medications stored in a refrigerator shall be kept in a separate locked container or made inaccessible to the individuals, unless it is documented in each individual's assessment that each individual in the home can safely use or avoid toxic materials.**

**(d) ~~Prescription medications and syringes, with the exception of epinephrine and epinephrine auto-injectors, shall be kept in an area or container that is locked.~~ Prescription and nonprescription medications of individuals shall be stored under proper conditions of sanitation, temperature, moisture and light.**

**(e) ~~Epinephrine and epinephrine auto-injectors shall be stored safely and kept easily accessible at all times. The epinephrine and epinephrine auto-injectors shall be easily accessible to the individual if the epinephrine is self-administered or to the staff person who is with the individual if a staff person will administer the epinephrine.~~ Discontinued prescription medications of individuals shall be disposed of in a safe manner.**

**~~(f) Prescription medications stored in a refrigerator shall be kept in an area or container that is locked.~~**

**~~(g) Prescription medications shall be stored in an organized manner under proper conditions of sanitation, temperature, moisture and light and in accordance with the manufacturer's instructions.~~**

**~~(h) Prescription medications that are discontinued or expired shall be destroyed in a safe manner according to the Department of Environmental Protection and applicable Federal and State regulations.~~**

**~~(i) Subsections (a) (d) and (f) do not apply for an individual who self-administers medication and stores the medication in the individual's private bedroom.~~**

**Discussion 6400.163.**

**Adapted from Ch. 6500**



Prescription Medications shall be administered to individuals according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.164. ~~[Medication log.]~~ Labeling of medications.

~~—[(a) A medication log listing the medications prescribed, dosage, time and date that prescription medications, including insulin, were administered and the name of the person who administered the prescription medication or insulin shall be kept for each individual who does not self-administer medication.]~~

~~—(b) The information specified in subsection (a) shall be logged immediately after each individual's dose of medication.~~

~~—(c) A list of prescription medications, the prescribed dosage and the name of the prescribing physician shall be kept for each individual who self-administers medication.]~~

~~—The original container for prescription medications must be labeled with a pharmacy label that includes the following:~~

~~—(1) The individual's name.~~

~~—(2) The name of the medication.~~

~~—(3) The date the prescription was issued.~~

~~—(4) The prescribed dosage and instructions for administration.~~

~~—(5) The name and title of the prescriber.~~

(a) The original container for prescription medications of individuals shall be labeled with a pharmaceutical on the original bottle or label that includes the individual's name, the name of the medication, the date the prescription was issued, the prescribed dose, the expiration date, and the name of the prescribing physician.

(b) Nonprescription medications used by individuals shall be labeled with the original label.

**Discussion 6400.164.**

Adapted from Chapter 6500.

1. Codifying content that requires modifications over time into regulations will lock a crucial component of service provision into temporal practices which will become obsolete as new information, prevailing practices and technologies emerge. Duplicating content which is as detail-specific as the proposed five-and-a-half pages of regulation across 5 sets of regulations when the state already has an externally - accepted training module invites discrepancy between the regulations and the training manual and prohibits the training module from staying current as new information,

prevailing practices and technology emerge.

2. Requiring 6500 LifeSharing providers to complete and adhere to ODP's Medication Administration Module is a new and counterproductive requirement which is in direct contract to Everyday Lives principals and the Department's stated intent to develop more integrated and natural life opportunities for individuals.

These points as further described in Discussion for 6100.461 persuade us to recommend that 6100 regulations pertaining to Medication Administration should refer to the Departments Approved Medication Training for the 2380, 2390 and 6400 services and should cite existing 6500 regulations for the 6500 services. The 6100.470 Exception for Family Members should be retained.

Prescription Medications shall be labelled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.165. ~~[Medication errors.] Prescription medications.~~ Use of a prescription.

~~[Documentation of medication errors and follow-up action taken shall be kept.]~~

- ~~—(a) A prescription medication shall be prescribed in writing by an authorized prescriber.~~
- ~~—(b) A prescription order shall be kept current.~~
- ~~—(c) A prescription medication shall be administered as prescribed.~~
- ~~—(d) A prescription medication shall be used only by the individual for whom the prescription was prescribed.~~
- ~~—(e) Changes in medication may only be made in writing by the prescriber or, in the case of an emergency, an alternate prescriber, except for circumstances in which oral orders may be accepted by a registered nurse in accordance with regulations of the Department of State. The individual's medication record shall be updated as soon as a written notice of the change is received.~~

(a) A prescription medication shall only be used by the individual for whom the medication was prescribed.

(b) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a written protocol as part of the PSP to address the social, emotional and environmental needs of the individual related to the symptoms of the diagnosed psychiatric illness.

(c) If a medication is prescribed to treat symptoms of a diagnosed psychiatric illness, there shall be a review with documentation by a licensed physician or a certified nurse practitioner at

least every 3 months that includes the reason for prescribing the medication, the need to continue the medication and the necessary dosage.

**Discussion 6400.165.**

Adapted from Chapter 6500

§ 6400.166. ~~[Adverse reaction.]~~ Medication record.

~~[If an individual has a suspected adverse reaction to a medication, the home shall notify the prescribing physician immediately. Documentation of adverse reactions shall be kept.]~~

~~—(a) A medication record shall be kept, including the following for each individual for whom a prescription medication is administered:~~

- ~~—(1) Individual's name.~~
- ~~—(2) Name and title of the prescriber.~~
- ~~—(3) Drug allergies.~~
- ~~—(4) Name of medication.~~
- ~~—(5) Strength of medication.~~
- ~~—(6) Dosage form.~~
- ~~—(7) Dose of medication.~~
- ~~—(8) Route of administration.~~
- ~~—(9) Frequency of administration.~~
- ~~—(10) Administration times.~~
- ~~—(11) Diagnosis or purpose for the medication, including pro-re nata.~~
- ~~—(12) Date and time of medication administration.~~
- ~~—(13) Name and initials of the person administering the medication.~~
- ~~—(14) Duration of treatment, if applicable.~~
- ~~—(15) Special precautions, if applicable.~~
- ~~—(16) Side effects of the medication, if applicable.~~

~~—(b) The information in subsection (a)(12) and (13) shall be recorded at the time the medication is administered.~~

~~—(c) If an individual refuses to take a prescribed medication, the refusal shall be documented on the medication record. The refusal shall be reported to the prescriber within 24 hours, unless otherwise instructed by the prescriber. Subsequent refusals to take a prescribed medication shall be reported as required by the prescriber.~~

~~—(d) The directions of the prescriber shall be followed.~~

(a) A medication log listing the medications prescribed, dosage, time and date that prescription medications, including insulin, were administered, and the name of the person who administered the prescription medication or insulin shall be kept for each individual who does not self-administer medication.

(b) The information specified in subsection (a) shall be logged immediately after each individual's dose of medication.

(c) A list of prescription medications, the prescribed dosage and the name of the prescribing physician shall be kept for each individual who self-administers medication.

#### **Discussion 6400.166.**

Adapted from Chapter 6500

§ 6400.167. ~~[Administration of prescription medications and injections.]~~ Medication errors.

~~—(a) Prescription medications and injections of a substance not self-administered by individuals shall be administered by one of the following:~~

~~—(1) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse or licensed practical nurse.~~

~~—(2) A graduate of an approved nursing program functioning under the direct supervision of a professional nurse who is present in the home.~~

~~—(3) A student nurse of an approved nursing program functioning under the direct supervision of a member of the nursing school faculty who is present in the home.~~

~~—(4) A staff person who meets the criteria specified in § 6400.168 (relating to medications administration training) for the administration of oral, topical and eye and ear drop prescriptions and insulin injections.~~

~~—(b) Prescription medications and injections shall be administered according to the directions specified by a licensed physician, certified nurse practitioner or licensed physician's assistant.]~~

**(a) Medication errors include the following:**

- (1) Failure to administer a medication.**
- (2) Administration of the wrong medication.**
- (3) Administration of the wrong amount of medication.**
- (4) Failure to administer a medication at the prescribed time, which exceeds more than 1 hour before or after the prescribed time.**
- ~~**(5) Administration to the wrong person.**~~
- (6) Administration through the wrong route.**

**(b) Documentation of medication errors, and follow-up action taken and the prescriber's response shall will be kept in the individual's record.**

**Discussion 6400.167.**

Adapted from Chapter 6500

Medications errors shall be handled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.168. [~~Medications administration training.~~] Adverse reaction.

~~—(a) In a home serving eight or fewer individuals, a staff person who has completed and passed the Department's Medications Administration Course is permitted to administer oral, topical and eye and ear drop prescription medications.~~

~~—(b) In a home serving eight or fewer individuals, a staff person who has completed and passed the Department's Medications Administration Course and who has completed and passed a diabetes patient education program within the past 12 months that meets the National Standards for Diabetes Patient Education Programs of the National Diabetes Advisory Board, 7550 Wisconsin Avenue, Bethesda, Maryland 20205, is permitted to administer insulin injections to an individual who is under the care of a licensed physician who is monitoring the diabetes, if insulin is premeasured by licensed or certified medical personnel.~~

~~—(c) Medications administration training of a staff person shall be conducted by an instructor who has completed the Department's Medications Administration Course for trainers and is certified by the Department to train staff.~~

~~—(d) A staff person who administers prescription medications and insulin injections to an individual shall complete and pass the Medications Administration Course Practicum annually.~~

~~—(e) Documentation of the dates and locations of medications administration training for trainers and staff persons and the annual practicum for staff persons shall be kept.]~~

~~(a) If an individual has a suspected adverse reaction to a medication, the home shall immediately consult a health care practitioner or seek emergency medical treatment.~~

~~—(b) An adverse reaction to a medication, the health care practitioner's response to the adverse reaction and the action taken shall be documented.~~

If an individual has a suspected adverse reaction to a medication, the healthcare provider will be contacted immediately. Documentation of adverse reactions shall be kept in the individual's record.

**Discussion 6400.168.**

Adapted from Chapter 6500

Adverse reactions shall be handled according to the Office of Developmental Programs' Approved Medication Administration Training.

§ 6400.169. ~~[Self-administration of medications.]~~ Medication administration training.

~~[(a) To be considered capable of self-administration of medications an individual shall:~~

~~—(1) Be able to recognize and distinguish the individual's medication.~~

~~—(2) Know how much medication is to be taken.~~

~~—(3) Know when medication is to be taken.~~

~~—(b) Insulin that is self-administered by an individual shall be measured by the individual or by licensed or certified medical personnel.]~~

(a) A staff person who has successfully completed a Department-approved medications administration course, including the course renewal requirements, may administer the following: Prescription medications and insulin injections shall be administered according to the directions specified by a licensed physician, certified nurse practitioner or licensed physician's assistant.

~~—(1) Oral medications.~~

~~—(2) Topical medications.~~

~~—(3) Eye, nose and ear drop medications.~~

(b) A staff person may administer insulin injections following successful completion of both:

(1) The course specified in subsection (a).

(2) A Department-approved diabetes patient education program within the past 12 months.

(c) A staff person may administer an epinephrine injection by means of an auto-injection device in response to anaphylaxis or another serious allergic reaction following successful completion of both:

(1) The course specified in subsection (a).

(2) Training relating to the use of an auto-injection epinephrine injection device provided by a licensed, registered or certified health care professional within the past 12 months.

(d) A record of the training shall will be kept including the person trained, the date, source, name of trainer and documentation that the course was successfully completed.

#### **Discussion 6400.169.**

Oral, topical and drop medications will be administered according to the Office of Developmental Programs' Approved Medication Administration Training.

Insulin administration additionally requires successful completion of a Department-approved diabetes patient education program.

Epinephrine auto-injection requires the Office of Developmental Programs' Approved Medication Administration Training and epinephrine injection device training provided by a licensed, registered or certified health care professional.

### **PROGRAM**

#### **§ 6400.181. Assessment.**

\* \* \* \* \*

(b) If the program specialist is making a recommendation to revise a service or outcome in the [ISP as provided under § 6400.186(c)(4) (relating to ISP review and revision)] PSP, the individual shall have an assessment completed as required under this section.

\* \* \* \* \*

(f) The program specialist shall provide the assessment to the SC, as applicable, and [plan] PSP team members at least 30 calendar days prior to [an ISP meeting for the development, annual update and revision of the ISP under §§ 2380.182, 2390.152, 6400.182 and 6500.152 (relating to development, annual update and revision of the ISP)] a PSP meeting.

**Discussion 6400.181.**

§ 6400.182. Development~~], annual update and revision of the ISP]~~ and revisions of the PSP.

- ~~—(a) An individual shall have one ISP.~~
- ~~—(b) When an individual is not receiving services through an SCO, the residential program specialist shall be the plan lead when one of the following applies:~~
  - ~~—(1) The individual resides at a residential home licensed under this chapter.~~
  - ~~—(2) The individual resides at a residential home licensed under this chapter and attends a facility licensed under Chapter 2380 or 2390 (relating to adult training facilities; and vocational facilities).~~
- ~~—(c) The plan lead shall be responsible for developing and implementing the ISP, including annual updates and revisions.~~
- ~~—(d) The plan lead shall develop, update and revise the ISP according to the following:~~
  - ~~—(1) The ISP shall be initially developed, updated annually and revised based upon the individual's current assessment as required under §§ 2380.181, 2390.151, 6400.181 and 6500.151 (relating to assessment).~~
  - ~~—(2) The initial ISP shall be developed within 90 calendar days after the individual's admission date to the facility.~~
  - ~~—(3) The ISP, annual updates and revisions shall be documented on the Department-designated form located in the Home and Community Services Information System (HCSIS) and also on the Department's web site.~~
  - ~~—(4) An invitation shall be sent to plan team members at least 30 calendar days prior to an ISP meeting.~~
  - ~~—(5) Copies of the ISP, including annual updates and revisions under § 6400.186 (relating to ISP review and revision), shall be provided as required under § 6400.187 (relating to copies).]~~



**(a) ~~An individual shall have one approved and authorized PSP at a given time.~~ The PSP must reflect what is important to the individual to ensure that services are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being in balance with dignity of risk, as agreed upon by the PSP team so as to promote opportunity for an Everyday Life.**

**(1) Individuals who may be persons designated by the individual should be involved in the development and revisions of the PSP and direct the process.**

**(2) The individual should be supported to direct the process to the greatest extent possible and exercise informed choices and decision making when applicable.**

**(3) Consideration of the needs of individuals pertaining to location and**

**(b) An individual's service implementation plan must be consistent with the PSP in subsection (a).**

**(c) The support coordinator, targeted support manager or program specialist ~~shall coordinate the development of the PSP, including revisions, in cooperation with the individual and the individual's PSP team.~~ will be responsible for the development of the PSP, including revisions, in collaboration with the individual and the individual's PSP team.**

**(d) The initial PSP ~~shall~~ will be developed based on the individual assessment within 60 days of the individual's date of admission to the home.**

**(e) ~~The PSP shall be initially developed, revised annually and revised when an individual's needs change based upon a current assessment.~~ The PSP shall be evaluated for revisions at least annually, or when the needs or support system of the individual changes, and/or upon the request of the individual or court appointed legal guardian.**

**(f) ~~The individual and persons designated by the individual shall be involved in and supported in the development and revisions of the PSP.~~**

**(f) The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.**

**(g) The PSP, including revisions, shall be documented on a form specified by the Department.**

**(h) The individual, court appointed legal guardian(s), and/or persons designated by the individual may request updates for consideration to the PSP at any time. These requests should be submitted to the supports coordinator.**

#### **Discussion 6400.182.**

PAR is pleased to see the inclusion of an expectation that there is one plan for the individual

as included in 6400.182 (a) and supports this provision.

6400.182 (b) Unclear of definition around “service implementation plan.” It should be broader in scope. This is adding cost because it is a new plan. This adds flexibility to the system and providers to use whatever method they want to develop. Change to “Any implementation of service should be based on the PSP.”

In 6400.182 (e) “or court appointed legal guardian” should be added at the end of the statement to indicate that a guardian may also request a revision to the PSP.

6400.182 (e) is recommended to be revised to indicate that a PSP will be “evaluated for revision” and not necessarily revised each time. A PSP may be determined to be appropriate and not require revision. In addition, the specific expectation that “at least annually” be added to this provision to make clear that this process is annual.

6400.182 (f) “The PSP and PSP revisions are to be correlated with a current valid assessment and the individual and PSP team input.”

6400.182 (f) delete as it is redundant now.

**§ 6400.183. [~~Content of the ISP.~~] The PSP team.**

**~~[The ISP, including annual updates and revisions under § 6400.186 (relating to ISP review and revision), must include the following:~~**

**~~—(1) Services provided to the individual and expected outcomes chosen by the individual and individual's plan team.~~**

**~~—(2) Services provided to the individual to increase community involvement, including volunteer or civic-minded opportunities and membership in National or local organizations as required under § 6400.188 (relating to provider services).~~**

**~~—(3) Current status in relation to an outcome and method of evaluation used to determine progress toward that expected outcome.~~**

**~~—(4) A protocol and schedule outlining specified periods of time for the individual to be without direct supervision, if the individual's current assessment states the individual may be without direct supervision and if the individual's ISP includes an expected outcome which requires the achievement of a higher level of independence. The protocol must include the current level of independence and the method of evaluation used to determine progress toward the expected outcome to achieve the higher level of independence.~~**

**~~—(5) A protocol to address the social, emotional and environmental needs of the individual, if medication has been prescribed to treat symptoms of a diagnosed psychiatric illness.~~**

~~—(6) A protocol to eliminate the use of restrictive procedures, if restrictive procedures are utilized, and to address the underlying causes of the behavior which led to the use of restrictive procedures including the following:~~

~~—(i) An assessment to determine the causes or antecedents of the behavior.~~

~~—(ii) A protocol for addressing the underlying causes or antecedents of the behavior.~~

~~—(iii) The method and timeline for eliminating the use of restrictive procedures.~~

~~—(iv) A protocol for intervention or redirection without utilizing restrictive procedures.~~

~~—(7) Assessment of the individual's potential to advance in the following:~~

~~—(i) Residential independence.~~

~~—(ii) Community involvement.~~

~~—(iii) Vocational programming.~~

~~—(iv) Competitive community integrated employment.]~~

~~—(a) The PSP shall be developed by an interdisciplinary team including the following:~~

~~—(1) The individual.~~

~~—(2) Persons designated by the individual.~~

~~—(3) The individual's direct care staff persons.~~

~~—(4) The program specialist.~~

~~—(5) The support coordinator, targeted support manager or a program representative from the funding source, if applicable.~~

~~—(6) The program specialist for the individual's day program, if applicable.~~

~~—(7) Other specialists such as health care, behavior management, speech, occupational and physical therapy as appropriate for the individual needs.~~

~~—(b) At least three members of the PSP team, in addition to the individual and persons designated by the individual, shall be present at a PSP meeting at which the PSP is developed or revised.~~

~~—(c) Members of the PSP team who attend the meeting shall sign and date the PSP.~~

**Discussion 6400.183.**

This is needs to be in wording that individuals area able to understand since this is a choice based concurrent document.

§ 6400.184. ~~[Plan team participation.]~~ The PSP process.

~~[(a) The plan team shall participate in the development of the ISP, including the annual updates and revisions under § 6400.186 (relating to ISP review and revision).~~

~~—(1) A plan team must include as its members the following:~~

~~—(i) The individual.~~

~~—(ii) A program specialist or family living specialist, as applicable, from each provider delivering a service to the individual.~~

~~—(iii) A direct service worker who works with the individual from each provider delivering services to the individual.~~

~~—(iv) Any other person the individual chooses to invite.~~

~~—(2) If the following have a role in the individual's life, the plan team may also include as its members, as applicable, the following:~~

~~—(i) Medical, nursing, behavior management, speech, occupational or physical therapy specialists.~~

~~—(ii) Additional direct service workers who work with the individual from each provider delivering services to the individual.~~

~~—(iii) The individual's parent, guardian or advocate.~~

~~—(b) At least three plan team members, in addition to the individual, if the individual chooses to attend, shall be present for an ISP, annual update and ISP revision meeting.~~

~~—(c) A plan team member who attends a meeting under subsection (b) shall sign and date the signature sheet.]~~

**The PSP process shall:**

~~—(1) Provide necessary information and support to ensure that the individual directs the PSP process to the maximum extent possible.~~

~~—(2) Enable the individual to make informed choices and decisions.~~

~~—(3) Be conducted to reflect what is important to the individual to ensure that supports are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being.~~

~~—(4) Be timely in relation to the needs of the individual and occur at intervals, times and locations of choice and convenience to the individual and to persons designated by the individual.~~

~~—(5) Be communicated in clear and understandable language.~~

~~—(6) Reflect cultural considerations of the individual.~~

~~—(7) Include guidelines for solving disagreements among the PSP team members.~~

~~—(8) Include a method for the individual to request updates to the PSP.~~

#### **Discussion 6400.184.**

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

#### **§ 6400.185. [~~Implementation of the ISP.~~] Content of the PSP.**

~~—[(a) The ISP shall be implemented by the ISP's start date.~~

~~—(b) The ISP shall be implemented as written.]~~

The PSP, including revisions, must include the following:

(1) The individual's strengths, preferences and functional abilities.

(2) The individual's ~~individualized~~ assessed diagnoses, clinical and support needs.

(3) The individual's goals and preferences such as those related to relationships, community participation, self-determination, employment, income and savings, health care, wellness, quality and education.

(4) Individually identified, person-centered desired outcomes.

(5) Supports to assist the individual to achieve desired outcomes.

(6) The type, amount of units, duration and frequency for the support specified in a manner that reflects the assessed needs and choices of the individual. The schedule of support delivery shall be determined by the PSP team.

(7) The individual's communication mode, abilities and needs.

~~(8) Opportunities for new or continued community participation.~~

(9)(8) The level of needed support, risk factors, dangerous behaviors and risk mitigation strategies, if applicable.

(10)(9) Modification of individual rights as necessary to mitigate risks, if applicable. The PSP as approved by the PSP team is presumed to be consistent with an individual's rights and is the governing document for rights purposes.

(11)(10) Health care information, including a health care history.

(12)(11) Financial information including how the individual chooses may choose to use personal funds based on history and communicated interest.

(13)(12) The person or entity responsible for monitoring the implementation of the PSP.

(14) If the individual has a known behavioral support need, it must be identified in the PSP, or if a new behavior is identified, it must be added to the PSP through a revision.

**Discussion 6400.185.**

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

**§ 6400.186. [~~ISP review and revision.~~] Implementation of the PSP.**

~~[(a) The program specialist shall complete an ISP review of the services and expected outcomes in the ISP specific to the residential home licensed under this chapter with the individual every 3 months or more frequently if the individual's needs change which impacts the services as specified in the current ISP.~~

~~—(b) The program specialist and individual shall sign and date the ISP review signature sheet upon review of the ISP.~~

~~—(c) The ISP review must include the following:~~

~~—(1) A review of the monthly documentation of an individual's participation and progress during the prior 3 months toward ISP outcomes supported by services provided by the residential home licensed under this chapter.~~

~~—(2) A review of each section of the ISP specific to the residential home licensed under this chapter.~~

~~—(3) The program specialist shall document a change in the individual's needs, if applicable.~~

~~—(4) The program specialist shall make a recommendation regarding the following, if applicable:~~

~~—(i) The deletion of an outcome or service to support the achievement of an outcome which is no longer appropriate or has been completed.~~

~~—(ii) The addition of an outcome or service to support the achievement of an outcome.~~

~~—(iii) The modification of an outcome or service to support the achievement of an outcome in which no progress has been made.~~

~~—(5) If making a recommendation to revise a service or outcome in the ISP, the program specialist shall complete a revised assessment as required under § 6400.181(b) (relating to assessments).~~

~~—(d) The program specialist shall provide the ISP review documentation, including recommendations, if applicable, to the SC, as applicable, and plan team members within 30 calendar days after the ISP review meeting.~~

~~—(e) The program specialist shall notify the plan team members of the option to decline the ISP review documentation.~~

~~—(f) If a recommendation for a revision to a service or outcome in the ISP is made, the plan lead as applicable, under §§ 2380.182(b) and (c), 2390.152(b) and (c), 6400.182(b) and (c), 6500.152(b) and (c) (relating to development, annual update and revision of the ISP), shall send an invitation for an ISP revision meeting to the plan team members within 30 calendar days of receipt of the recommendation.~~

~~—(g) A revised service or outcome in the ISP shall be implemented by the start date in the ISP as written.]~~

The home shall will implement the PSP, including revisions.

#### Discussion 6400.186.

Reflective of the personal choice for the individual and assessment of the abilities that individuals are capable of. Utilization of the SIS assessments.

#### § 6400.187. [Copies.] (Reserved).

[A copy of the ISP, including the signature sheet, shall be provided to plan team members within 30 calendar days after the ISP, annual update and ISP revision meetings.]

#### Discussion 6400.187.

§ 6400.188. [~~Provider services.~~] (Reserved).

~~[(a) The residential home shall provide services including assistance, training and support for the acquisition, maintenance or improvement of functional skills, personal needs, communication and personal adjustment.~~

~~—(b) The residential home shall provide opportunities and support to the individual for participation in community life, including volunteer or civic-minded opportunities and membership in National or local organizations.~~

~~—(c) The residential home shall provide services to the individual as specified in the individual's ISP.~~

~~—(d) The residential home shall provide services that are age and functionally appropriate to the individual.]~~

Discussion 6400.188.

#### [~~RESTRICTIVE PROCEDURES~~] POSITIVE INTERVENTION

§ 6400.191. [~~Definition of restrictive procedures.~~] Use of a positive intervention.

~~—[A restrictive procedure is a practice that limits an individual's movement, activity or function; interferes with an individual's ability to acquire positive reinforcement; results in the loss of objects or activities that an individual values; or requires an individual to engage in a behavior that the individual would not engage in given freedom of choice.]~~

~~—(a) A positive intervention shall will be used to prevent, modify and eliminate a dangerous behavior when the challenging behaviors is are anticipated and/or occurring in response to challenging behaviors to prevent escalation of behaviors, or in attempts to modify, decrease or eliminate behaviors.~~

~~—(b) The least intrusive method shall be applied when addressing a dangerous behavior. For each incidence of a dangerous behavior, every attempt shall be made to modify and eliminate the behavior.~~

~~—(c) As used in this section, the following words and terms have the following meanings, unless the context clearly indicates otherwise:~~

~~—*Dangerous behavior*—An action with a high likelihood of resulting in harm to the individual or others.~~

~~—*Positive intervention*—An action or activity intended to prevent, modify and eliminate a dangerous behavior. This includes improved communications, reinforcing appropriate~~



~~behavior, an environmental change, recognizing and treating physical and behavioral health symptoms, voluntary physical exercise and other wellness practices, redirection, praise, modeling, conflict resolution and de-escalation.~~

**Discussion 6400.191.**

All definitions have been moved to 6400.5

**§ 6400.192. ~~[Written policy.]~~ PSP.**

~~[A written policy that defines the prohibition or use of specific types of restrictive procedures, describes the circumstances in which restrictive procedures may be used, the persons who may authorize the use of restrictive procedures, a mechanism to monitor and control the use of restrictive procedures and a process for the individual and family to review the use of restrictive procedures shall be kept at the home.]~~

~~—If the individual has a dangerous behavior as identified in the PSP, the PSP must include the following:~~

~~—(1) The specific dangerous behavior to be addressed.~~

~~—(2) A functional analysis of the dangerous behavior and the plan to address the reason for the behavior.~~

~~—(3) The outcome desired.~~

~~—(4) A description of the positive intervention aimed at preventing, modifying or eliminating the dangerous behavior and the circumstances under which the intervention is to be used.~~

~~—(5) A target date to achieve the outcome.~~

~~—(6) Health conditions that require special attention.~~

**Discussion 6400.192.**

It is recommended that this section be deleted and content rolled to 6400.183 as specified in the comment.

**§ 6400.192 Dangerous Behavior Intervention**

- (a) The least intrusive intervention shall be used to deescalate the dangerous behaviors when the behavior is occurring.
- (b) A physical restraint may be used in the case of a dangerous behavior to prevent an individual from injuring the individual's self or others.

- (c) If the individual has a known dangerous behavior, it must be identified and addressed in the PSP, or if a new dangerous behavior is identified it should be added to the PSP through a revision.

§ 6400.193. ~~[Appropriate use of restrictive procedures.]~~ Prohibition of restraints.

~~—(a) A restrictive procedure may not be used as retribution, for the convenience of staff persons, as a substitute for the program or in a way that interferes with the individual's developmental program.~~

~~—(b) For each incident requiring restrictive procedures:~~

~~—(1) Every attempt shall be made to anticipate and de-escalate the behavior using methods of intervention less intrusive than restrictive procedures.~~

~~—(2) A restrictive procedure may not be used unless less restrictive techniques and resources appropriate to the behavior have been tried but have failed.]~~

The following procedures are prohibited:

(1) Seclusion, defined as including involuntary confinement of an individual in a room or area from which the individual is physically prevented or verbally directed from leaving.

(2) Aversive conditioning, defined as including the application of startling, painful or noxious stimuli in response to the exhibition of behavior in an effort to modify the behavior.

(3) Pressure point techniques, defined as including the application of pain for the purpose of achieving compliance. This does not apply to utilization as a method of intervention from approved physical management techniques in response to aggressive behavior, such as bite release.

(4) A chemical restraint, defined as including the use of drugs or chemicals for the specific and exclusive purpose of controlling acute or episodic aggressive behavior. A chemical restraint does not include a drug ordered by a health care practitioner or dentist to treat the symptoms of a specific mental, emotional or behavioral condition, or as pretreatment prior to, or following a medical or dental examination or treatment.

(5) A mechanical restraint, defined as including device that restricts the movement or function of an individual or portion of an individual's body. Mechanical restraints include a geriatric chair, handcuffs, anklets, wristlets, camisole, helmet with fasteners, muffs and mitts with fasteners, restraint vest, waist strap, head strap, papoose board, restraining sheet, chest restraint and other locked restraints.

(i) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner that is used to provide pre/post-surgical/medical care, proper balance or support for the achievement of functional body position.

(ii) ~~The term~~ A mechanical restraint does not include a device prescribed by a health care practitioner to protect the individual in the event of a seizure, ~~as long as the individual can easily remove the device.~~

(6) A manual physical restraint, ~~defined as a hands-on physical method that restricts, immobilizes or reduces an individual's ability to move his arms, legs, head or other body parts freely, on a nonemergency basis, or for more than 15 minutes within a 2-hour period.~~ A manual restraint does not include physically prompting, escorting or guiding an individual to provide a support as specified in the individual's PSP. may not be used for a period of more than 15 minutes within a 2-hour period without documented emergency approval by provider administrative or clinical staff.

(7) A prone position manual physical restraint.

(8) A manual physical restraint that inhibits digestion or respiration, inflicts pain, ~~causes embarrassment or humiliation,~~ causes hyperextension of joints, applies pressure on the chest or joints, or allows for a free fall to the floor.

(9) A physical restraint may not be used as a substitute for positive behavioral interventions, or as retribution, punishment, noncompliance, or for the convenience of staff persons.

#### Discussion 6400.193.

§ 6400.194. ~~[Restrictive procedure review committee.]~~ Permitted interventions.

~~[(a) If a restrictive procedure is used, there shall be a restrictive procedure review committee.~~

~~—(b) The restrictive procedure review committee shall include a majority of persons who do not provide direct services to the individual.~~

~~—(c) The restrictive procedure review committee shall establish a time frame for review and revision of the restrictive procedure plan, not to exceed 6 months between reviews.~~

~~—(d) A written record of the meetings and activities of the restrictive procedure review committee shall be kept.]~~

~~(a) Voluntary exclusion, defined as an individual voluntarily removing himself from his immediate environment and placing himself alone in a room or area, is permitted in accordance with the individual's PSP.~~

(b) A physical protective restraint may be used when an individual engages in dangerous behavior as approved in the PSP, or used in an unanticipated emergency basis § 6400.193(6)—(8) (relating to prohibition of restraints).

~~(c) A physical protective restraint may not must be used until §§ 6400.52(c)(5) and 6400.185(9) (relating to annual training; and content of the PSP) are met, in accordance with the following provisions of this chapter:~~

~~(1) 6400.193 concerning prohibition of certain types of restrictive procedures.~~

~~(2) 6400.52 (c)(5) concerning annual training on use of safe and appropriate interventions.~~

(d) A physical protective restraint may only be used in the case of an emergency to prevent an individual from injuring the individual's self or others.

(e) A physical protective restraint may not be used as a behavioral intervention, consequence, retribution, punishment, for the convenience of staff persons or as a substitution for individual support.

(f) A physical protective restraint may not be used for more than 15 minutes within a 2-hour period.

(g) A physical protective restraint may only be used by a staff person who is trained as specified in § 6400.52.

(h) As used in this section, a "physical protective restraint" is a hands-on hold of an individual.

#### **Discussion 6400.194.**

Definitions moved to 6400.5

§ 6400.195. ~~[Restrictive procedure plan.]~~ Access to or the use of an individual's personal property.

~~[(a) For each individual for whom restrictive procedures may be used, a restrictive procedure plan shall be written prior to use of restrictive procedures.~~

~~—(b) The restrictive procedure plan shall be developed and revised with the participation of the program specialist, the individual's direct care staff, the interdisciplinary team as appropriate and other professionals as appropriate.~~

~~—(c) The restrictive procedure plan shall be reviewed, and revised, if necessary, according to the time frame established by the restrictive procedure review committee, not to exceed 6 months.~~

~~—(d) The restrictive procedure plan shall be reviewed, approved, signed and dated by the chairperson of the restrictive procedure review committee and the program specialist, prior to the use of a restrictive procedure, whenever the restrictive procedure plan is revised and at least every 6 months.~~

~~—(e) The restrictive procedure plan shall include:~~

~~—(1) The specific behavior to be addressed and the suspected antecedent or reason for the behavior.~~

~~—(2) The single behavioral outcome desired stated in measurable terms.~~

~~—(3) Methods for modifying or eliminating the behavior, such as changes in the individual's physical and social environment, changes in the individual's routine, improving communications, teaching skills and reinforcing appropriate behavior.~~

~~—(4) Types of restrictive procedures that may be used and the circumstances under which the procedures may be used.~~

~~—(5) A target date for achieving the outcome.~~

~~—(6) The amount of time the restrictive procedure may be applied, not to exceed the maximum time periods specified in this chapter.~~

~~—(7) Physical problems that require special attention during the use of restrictive procedures.~~

~~—(8) The name of the staff person responsible for monitoring and documenting progress with the plan.~~

~~—(f) The restrictive procedure plan shall be implemented as written.~~

~~—(g) Copies of the restrictive procedure plan shall be kept in the individual's record.]~~

(a) Access to or the use of an individual's personal funds or property may not be used as a reward or punishment.

(b) An individual's personal funds or property may not be used as payment for damages unless the individual consents to make restitution for the damages as follows:

(1) A separate written consent by the individual is required for each incidence of restitution.

(2) Consent shall be obtained in the presence of the individual, a person designated by the individual and in the presence of and with the support of the support coordinator or targeted support manager.

(3) There may not be coercion in obtaining the consent of an individual.

(4) The home shall keep a copy of the individual's written consent.

**Discussion 6400.195.**

§ 6400.196. [Staff training.] Rights team.

~~[(a) If restrictive procedures are used, there shall be at least one staff person available when restrictive procedures are used who has completed training within the past 12 months in the use of and ethics of using restrictive procedures including the use of alternate positive approaches.~~

~~—(b) A staff person responsible for developing, implementing or managing a restrictive procedure plan shall be trained in the use of the specific techniques or procedures that are used.~~

~~—(c) If manual restraint or exclusion is used, a staff person responsible for developing, implementing or managing a restrictive procedure plan shall have experienced use of the specific techniques or procedures directly on themselves.~~

~~—(d) Documentation of the training program provided, including the staff persons trained, dates of training, description of training and training source shall be kept.]~~

(a) The home shall have a rights team. The home may use a county mental health and intellectual disability program rights team that meets the requirements of this section.

(b) The role of the rights team is to:

(1) Review each incident, alleged incident and suspected incident of a violation of individual rights as specified in §§ 6400.31—6400.34 (relating to individual rights).

(2) Review each incidence of the use of a restraint as specified in §§ 6400.191—6400.194 to:

(i) Analyze systemic concerns.

(ii) Design positive supports as an alternative to the use of a restraint.

(iii) Discover and resolve the reason for an individual's behavior.

(c) Members of the rights team shall include the affected individual, persons designated by the individual, a family member or an advocate if the individual is unable to speak for himself, the individual's support coordinator, a representative from the funding agency and a home representative.

(d) Members of the rights team shall be comprised of a majority who do not provide direct support to the individual.

(e) If a restraint was used, the individual's health care practitioner shall be consulted.

(f) The rights team shall meet at least once every 3 months.

(g) The rights team shall report its recommendations to the individual's PSP team.

(h) The home shall keep documentation of the rights team meetings and the decisions made at the meetings.

**Discussion 6400.196.**

***More clarification on what the expectations of the "rights team"***

*(Editor's Note: As part of this proposed rulemaking, the Department is proposing to rescind §§ 6400.197—6400.206 which appear in 55 Pa. Code pages 6400-61—6400-65, serial pages (381985)—(381989).)*

**§§ 6400.197—6400.206. (Reserved).**

**Discussion 6400.197.**

## **INDIVIDUAL RECORDS**

### **§ 6400.213. Content of records.**

Each individual's record must include the following information:

(1) Personal information including:

(i) The name, sex, admission date, birthdate and ~~[social security]~~ Social Security number.

(ii) The race, height, weight, color of hair, color of eyes and identifying marks.

(iii) The language or means of communication spoken or understood by the individual and the primary language used in the individual's natural home, if other than English.

(iv) The religious affiliation.

(v) The next of kin.

(vi) A current, dated photograph.

(2) **[Unusual incident] Incident** reports relating to the individual.

(3) Physical examinations.

(4) Dental examinations.

(5) Dental hygiene plans.

(6) Assessments as required under § 6400.181 (relating to assessment).

~~[(7) A copy of the invitation to:~~

~~—(i) The initial ISP meeting.~~

~~—(ii) The annual update meeting.~~

~~—(iii) The ISP revision meeting.~~

~~—(8) A copy of the signature sheets for:~~

~~—(i) The initial ISP meeting.~~

~~—(ii) The annual update meeting.~~

~~—(iii) The ISP revision meeting.~~

~~—(9) A copy of the current ISP.~~

~~—(10) Documentation of ISP reviews and revisions under § 6400.186 (relating to ISP review and revision), including the following:~~

~~—(i) ISP review signature sheets.~~

~~—(ii) Recommendations to revise the ISP.~~

~~—(iii) ISP revisions.~~

~~—(iv) Notices that the plan team member may decline the ISP review documentation.~~

~~—(v) Requests from plan team members to not receive the ISP review documentation.~~



~~—(11) Content discrepancy in the ISP, The annual update or revision under § 6400.186.]~~

(7) PSP documents as required by this chapter.

~~—[(12) Restrictive procedure protocols and]~~ (8) Positive intervention records related to the individual.

[(13)] (9) Copies of psychological evaluations, if applicable.

[(14)] (10) Recreational and social activities provided to the individual.

**Discussion 6400.213.**

