

Bedroom or Apartment Door Locks Access to Food Immediate Access to Setting

South Dakota Department of Social Services
Home and Community Based Services Waiver



Assisted Living Provider Education
Webinar December 28, 2016

Bedroom or Apartment Door Locks

In general, Consumers must be able to lock their bedroom or apartment doors to prevent entry when they choose.

PRIVACY

BEDROOM OR APARTMENT DOOR LOCKS

EXPECTATION	COMPLIANCE ACTION STEP	MEASURABLE OUTCOMES	AGENCY
BEDROOM OR APARTMENT DOOR LOCKS			
Consumers must be able to lock their bedroom or apartment doors when they choose. In provider owned or leased properties, individuals should be able to lock the door to their bedroom or apartment from non-staff if capable.	Educate providers of state and federal expectations.	Educational Webinar, Informational Bulletin	DSS
	All Consumers must be able to lock their bedroom or apartment door when they are in their room.	100% compliance in quarterly plan reviews	Assisted Living Providers
	All Consumers must be able to lock their bedroom or apartment door when they leave their room.	100% compliance in quarterly plan reviews	Assisted Living Providers
	Only appropriate staff has access to the Consumer's bedroom or apartment.	100% compliance in quarterly plan reviews	Assisted Living Providers
	All provider-owned or leased settings have implemented locks for capable individuals.	100% compliance in quarterly plan reviews	Assisted Living Providers
	Document health and welfare concerns in ASA Care Plan.	100% compliance in quarterly plan reviews	DSS & Assisted Living Providers

Providers will be required to submit evidence that their policies are in compliance by March 2018. Onsite state reviews will also be completed to verify compliance. Lock installation may be staggered but must be completed by March 2018.

PRIVACY

BEDROOM OR APARTMENT DOOR LOCKS

PROVIDER POLICY EXPECTATIONS

The Provider will have a Bedroom or Apartment Door Lock policy that specifies:

- **How Consumers are notified of their right to lock their bedroom or apartment doors when they are in their room;**
- **How Consumers are notified of their right to lock their bedroom or apartment doors when they leave their room; and**
- **Identify appropriate staff that should have access to the Consumer's bedroom or apartment.**

The Bedroom or Apartment Door Lock policy may specify expectations, process and costs associated with lost keys.

Modifications/Restrictions must be documented in the ASA Person-Centered Care Plan.

Access to Food

In general, Consumers must have access to a variety of foods throughout the day.

LIVING ARRANGEMENTS

ACCESS TO FOOD

EXPECTATION	COMPLIANCE ACTION STEP	MEASURABLE OUTCOMES	AGENCY
ACCESS TO FOOD			
<p>Consumers must have access to a variety of foods throughout the day. Consumers are able to choose what time and where to eat. Consumers are able to make or request an alternative to any planned meals within their resources.</p>	Educate providers of state and federal expectations.	Educational Webinar, Informational Bulletin	DSS
	The setting offers reasonable alternative to planned meals.	100% compliance in annual site reviews	Assisted Living Providers
	All Consumers are able to make an alternative meal or snacks within their resources.	100% compliance in annual site reviews	Assisted Living Providers
	All Consumers can elect to eat at an alternative time.	100% compliance in annual site reviews	Assisted Living Providers
	All Consumers can elect to eat in their room or apartment.	100% compliance in annual site reviews	Assisted Living Providers
	All individuals can choose with whom to eat or eat alone.	100% compliance in annual site reviews	Assisted Living Providers
	All Consumers can keep and eat foods/snack in their room or apartment.	100% compliance in annual site reviews	Assisted Living Providers
	Document health and welfare concerns in ASA Care Plan.	100% compliance in annual site reviews	DSS & Assisted Living Providers

Providers will be required to submit evidence that their policies are in compliance by March 2019. Onsite state reviews will also be completed to verify compliance. Providers must begin to implement the Access to Food policy with every setting fully compliant by March 17, 2019.

LIVING ARRANGEMENTS

ACCESS TO FOOD

PROVIDER POLICY EXPECTATIONS

The Provider will have an Access to Food policy that specifies:

- **How Consumers are notified of their right to eat where they want;**
- **How Consumers are notified of their right to eat when they want; and**
- **How Consumers are notified of their right to eat what they want within their resources.**

Modifications/Restrictions must be documented in the ASA Person-Centered Care Plan.

Immediate Access to Setting

In general, Consumers must have immediate access to the Assisting Living Center.

LIVING ARRANGEMENTS

EXPECTATION	COMPLIANCE ACTION STEP	MEASURABLE OUTCOMES	AGENCY
IMMEDIATE ACCESS TO SETTING			
Consumers have immediate access to the setting 24/7.	Educate providers of state and federal expectations.	Educational Webinar, Informational Bulletin	DSS
	All settings are immediately accessible to Consumers 24/7 by key or other means such as setting staff, key pad/fob, etc.	100% compliance in annual site reviews	Assisted Living Providers

Providers will be required to submit evidence that their policies are in compliance by March 2018. Onsite state reviews will also be completed to verify compliance. Providers must provide individuals immediate access to the setting beginning with every setting compliant by March 2018.

LIVING ARRANGEMENTS

IMMEDIATE ACCESS TO SETTING

PROVIDER POLICY EXPECTATIONS

All Consumers should be provided with keys or access codes to the building.

Consumers do not have a curfew and can come and go at any time.

The Provider may have sign in/out processes that monitor safety and are appropriate as long as the process is not used to restrict a Consumer's access to the broader community.

Modifications/Restrictions must be documented in the ASA Person-Centered Care Plan.

QUESTIONS

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