

The Developmental Disabilities Administration Non-Residential Site Visit Checklist

Provider Name: _____

Site Address: _____

Choose the regional office email address for this provider site:

- CMRO
- ESRO
- SMRO
- WMRO

Service provided (please check all that apply):

- Day Habilitation
- Career Exploration-Facility Based

Agency Representative Name: _____

Agency Representative Phone: _____

Agency Representative Email: _____



MARYLAND
Department of Health
Developmental Disabilities Administration

Site Visit Date: _____

Regional Office Reviewer: _____

Institutional and Isolating Characteristics¹

(Setting is in an institution or in close proximity to public institutions or inpatient treatment facilities; or the setting has isolating effects on participants.)

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
<p>1a. The site is located somewhere other than in one of the following: a nursing facility, an institution for mental diseases, an intermediate care facility for individuals with intellectual disabilities, or a hospital.</p>	<p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>	<p><input type="checkbox"/> Visual Observation</p> <p><input type="checkbox"/> Interview</p> <p><input type="checkbox"/> Participant</p> <p><input type="checkbox"/> Family/Advocate</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Documentation</p> <p><input type="checkbox"/> Other</p>	
<p>1b. The site is located somewhere other than on the grounds of, or immediately adjacent to, a public institution.</p>	<p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>	<p><input type="checkbox"/> Visual Observation</p> <p><input type="checkbox"/> Interview</p> <p><input type="checkbox"/> Participant</p> <p><input type="checkbox"/> Family/Advocate</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Documentation</p> <p><input type="checkbox"/> Other</p>	

<p>1c. The site is located somewhere other than a publicly or privately owned facility that provides inpatient institutional treatment.</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
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¹Gold cells are heightened scrutiny questions.

3 | Page April 11, 2018 V3

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
<p>1d. The site is located somewhere other than near other sites that your organization operates.</p> <p><i>(Ask staff/observe: Are there other settings operated by this provider on the same street or block?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>1e. The site is located somewhere other than a gated or secured community.</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

<p>1f. Multiple types of services (e.g., housing, day services, medical, behavioral, and/or social and recreational activities) are provided (by this provider site) somewhere other than this site.</p> <p><i>(Ask staff/observe: Does the setting appear to be a "one-stop shop"? Do participants engage in other services or activities outside of this setting?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
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Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
<p>1g. The site is physically integrated with the greater community (i.e., the site is close to other residences and/or businesses).</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>1h. Members of the larger community visit the site regularly.</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

Setting is integrated in the community and supports the integration of the participants in the greater community

(i.e., seek employment, engage in community life, control resources, and receive services in the community).

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
<p>2a. Opportunities are continually provided by the site daily for ALL participants to engage in activities in integrated community settings (visiting entertainment and cultural sites in the community, volunteering in the community, etc.).</p> <p><i>(Observe: Look for a calendar of community events/newspaper for participants to choose events to attend. An activity calendar can be evidence.</i></p> <p><i>Ask participants if they know about any activities they would like to participate in; this could be asked directly to the participants/provider or a sign-up sheet or client notes could be provided as evidence.)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>2b. The provider provides transportation or information and training on how to access transportation.</p> <p><i>(Ask participants: How do you get around? Have you ever taken an Uber or a cab? Has anyone helped you find a bus schedule or worked with mobility so that you can go out?</i></p> <p><i>Observe: Are bus schedules posted? Are phone numbers for taxi cabs posted?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

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	Response		
2c. Participants who want to work are provided the necessary supports to do so.	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
2d. When participants are NOT accessing the community, policies are in place that require the provider to document their attempts at getting the participant integrated into the community.	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

The setting is selected by the individual from among setting options, including non-disability-specific settings and an option for a private unit in a residential setting.²

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
3a. Participants choose the service setting site from other options presented to them (including non-disability-specific settings such as integrated employment, volunteering in the community, etc.).	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

<p>3b. The setting options made available to participants are documented in each participant's person-centered plan.</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>3c. Participants' setting options included the option to combine more than one service in any given week (i.e., combine supported employment, community learning services and/or employment discovery and customization with day habilitation).</p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

The setting ensures an individual's rights to privacy, dignity, respect, and freedom from coercion and restraint.³

² Gold cells are heightened scrutiny questions.

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
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<p>4a. The site is free of the use of unauthorized restraint interventions such as seclusion, physical restraints, chemical restraints, or locked doors.</p> <p><i>(Ask staff: Is informed consent received from participants and/or their legal guardians regarding the use of restraints or restrictive procedures? Are due process measures followed regarding the use of restraints or any restrictive procedures?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>4b. Personal care activities and health-related discussions are conducted in private locations.</p> <p><i>(Ask participants: Can you get help from staff in private?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>4c. Personal information about participants is kept in a secure and private location (e.g., participants' schedules for PT, OT, medications, dietary restrictions, etc. are kept private).</p> <p><i>(Observe: No PHI should be left out in the open or posted in places visible to the public. Participant information should be kept under lock and key.)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

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<p>4d. Information regarding participants' rights is posted and provided to participants in an accessible format.</p> <p><i>(Observe: Are participants' rights posted in areas frequented by participants? Are copies of participants' rights available to review?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
<p>4e. Staff interaction and communication with participants is done in a manner respectful of the participants' wishes and abilities.</p> <p><i>(Observe/ask: Do staff address participants in a manner preferred by them? Is a participant's native language used? Are adaptive communication devices used?)</i></p>	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

The setting optimizes—but does not regiment—individual initiative, autonomy, and independence in making life choices, including but not limited to daily activities, physical environment, and with whom to interact.

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
<p>5a. Participants spend the majority of their daytime hours in activities of their choice, which includes opportunities to participate in the community per their interests and preferences.</p>	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

5b. Participants are asked how often they want to take part in community activities.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
5c. Participants are able to choose who they interact with during group activities.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
5d. Participants are encouraged to be with different groups of people throughout the day (i.e., community members as well as other participants receiving similar services).	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

5e. Participants are encouraged to participate in activities in different locations during the delivery of this service (i.e., different rooms inside or outside of the site).	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
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The setting facilitates individual choice regarding services and supports, and who provides them.

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
6a. Participants communicated that their needs and preferences are reflected in their service plan.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
6b. Participants know how to request changes to their current service plan.	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	

6c. Participants know how to file a complaint.	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
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The setting is physically accessible.

Question	Compliance Response	Source of Compliance Response	Comments/Evidence of Compliance or Non-Compliance
7a. The site has physically accessible furniture and appliances (e.g., toilets, tables and desks that allow room for wheelchairs, etc.) for participants to use.	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	
7b. Accessibility modifications are provided as needed so that participants have full access to the site (i.e., stair glides, ramps, barrier-free rugs, railings, lever door handles, and clearance to navigate around furniture).	<input type="checkbox"/> True <input type="checkbox"/> False	<input type="checkbox"/> Visual Observation <input type="checkbox"/> Interview <input type="checkbox"/> Participant <input type="checkbox"/> Family/Advocate <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> Documentation <input type="checkbox"/> Other	