

# Sample Policies and Procedures for Certified Family Home: Instructions

The following Policies and Procedures are a sample of what certified family homes might use. Policies and Procedures are required to demonstrate compliance with the Home and Community-Based Services rules.

The Policies and Procedures outlined in the following sample can be used as a type of evidence for the provider self-assessment. If you choose to use these policies and procedures, you will need to create or develop procedures that show how the setting implements the policy statement. The following policies and procedures are not required to be used; they are a guide or sample of ways that certified family home providers can become compliant with federal regulations and IDAPA rules.

**FYI:** This document is formatted in Microsoft Word and can be altered with the use of your computer.

## **Certified Family Home Policies and Procedures**

### **Policy 1**

The certified family home will ensure that the home is integrated in and supports access to the greater community.

### **Procedures**

The certified family home will:

### **Policy 2**

The certified family home will make sure the participant has the opportunity to seek employment and work in competitive integrated settings.

### **Procedures**

The certified family home will:

**Policy 3**

The certified family home will give the participant opportunities to engage in community life.

**Procedures**

The certified family home will:

**Policy 4**

The certified family home will ensure the participant has control of their personal resources.

**Procedures**

The certified family home will:

**Policy 5**

The certified family home will ensure that the individual receives services in the community to the same degree of access as individuals not receiving Medicaid HCBS.

**Procedures**

The certified family home will:

**Policy 6**

The certified family home ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.

**Procedures**

The certified family home will:

**Policy 7**

The certified family home will optimize individual initiative, autonomy, and independence in making life choices.

**Procedures**

The certified family home will:

**Policy 8**

The certified family home facilitates individual choice regarding services and supports and who provides them.

**Procedures**

The certified family home will:

## **Policy 9**

The certified family home will ensure a participant has privacy in their sleeping or living unit.

- If desired, units have entrance doors lockable by the individual, with only appropriate staff having keys to doors as needed.
- Individuals sharing units have a choice of roommates in that setting.
- Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.

## **Procedures**

The certified family home will:

## **Policy 10**

The certified family home will ensure that the participant has the freedom and support to control their own schedules and activities.

## **Procedures**

The certified family home will:

**Policy 11**

The certified family home will ensure the participant has access to food at any time.

**Procedures**

The certified family home will:

**Policy 12**

The certified family home allows the participant visitors of their choosing at any time.

**Procedures**

The certified family home will:

**Policy 13**

The certified family home setting is physically accessible to the individual.

**Procedures**

The certified family home will: