

Home and Community-Based Characteristics Assessment Tool Instructions

Background

The Home and Community-Based (HCB) Characteristics Assessment Tool is designed for state agencies to determine whether recipients who receive Medicaid home and community-based services (HCBS) do so from providers delivering services who:

- Help them to be active in the community;
- Provide a home-like environment if a person lives in a residential setting; and
- Enable them to make personal choices.

To be compliant, all applicable standards must be met. Whether a setting meets a particular standard is based on its location and overall setting. For example, a setting may have a fence surrounding it to ensure the property's security due to its location, rather than to restrict recipients who are already in the setting.

The tool may also be used by providers to perform self-assessments in order to gauge compliance with these Federal requirements and by health plans when credentialing, re-credentialing or otherwise monitoring network providers.

HCB characteristics is a collective term used for aspects of HCBS, such as home-like environment (HLE), person-centered planning (PCP), and community inclusion (CI).

Tool Layout

The tool consists of four sections:

1. **Standard** – A specific aspect of the HCB characteristic requirements and what the state expects to see to be compliant.
2. **Standard Met** – Monitors evaluate and conclude whether the standard has been met, not met, or is not applicable and records the outcome on the tool using the check boxes.
3. **Comments** – Monitors record their comments that led to the indicated conclusion of met, not met, or not applicable, regarding the corresponding standard.
4. **Methods** – Monitors must use all forms identified as methods pertaining to the corresponding standard. These methods are a guide and considered a minimum and not exhaustive. The methods may also be adapted to be suitable for certain settings. Monitors should include recipients in the evaluation when appropriate.

Documentation

Providers must keep a copy of the completed HCBS Characteristics Assessment Tool on file and present it upon request by state agencies.