



MSSP Home and Community-Based Settings Congregate Meal Provider Self-Assessment Tool Instructions

Overview

The Multipurpose Senior Services Program (MSSP) Waiver allows the purchase of Congregate Meals for Waiver Participants who can leave their homes and who would benefit from receiving nutrition in a social setting in order to maintain their health.

All MSSP Congregate Meal providers are required to complete the *MSSP Congregate Meal Provider Self-Assessment*. Your completed survey will assist the California Department of Aging (CDA) in determining if your site is meeting the new Federal Home and Community-Based (HCB) Settings.

The *MSSP Congregate Meal Provider Self-Assessment Tool* contains questions grouped in six sections. MSSP *Congregate Meal Provider* must answer each question to indicate the *Provider's* status with regards to the Federal requirements.

Background on Federal Requirements

The Centers for Medicare & Medicaid Services (CMS) requires the State to ensure that home and community-based settings have all the qualities required by 42 CFR 441.301(c)(4). These Federal requirements fall into six categories, which are listed in detail on the *MSSP Congregate Meal Provider Self-Assessment Tool*:

1. Access to the Greater Community
2. Choice of Setting
3. Rights of Privacy, Dignity, Respect and Freedom from Coercion and Restraint
4. Autonomy and Independence
5. Choice Regarding Services and Supports
6. Accessibility

Core Questions

The California Department of Health Care Services (DHCS) in collaboration with CDA and other State departments developed a generic [Provider Self-Survey Tool](#) for both Residential and Non-Residential Settings with “Core Questions” that are to be used statewide. These questions were developed based on CMS guidance and public input and are posted on the DHCS website:

<http://www.dhcs.ca.gov/services/ltc/Pages/HCBSStatewideTransitionPlan.aspx>

Each State department was directed to adapt these “Core Questions” and develop a provider self-assessment tool specific to their setting. The *MSSP Congregate Meal*



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Provider Self-Assessment Tool is the form specific to MSSP Congregate Meal Providers.

MSSP Site Self-Assessment Tool Responses

Yes, No, N/A

For each question, the Congregate Meal Provider will answer the question either ‘Yes’, or ‘No’ or ‘N/A’ (not applicable).

Brief Explanation

For all questions, the Congregate Meal Provider must provide a brief explanation of the processes, services, activities and/or equipment that the program has in place that explains or supports the answer.

Remedy

For all ‘No’ answers, provide proposed actions or remedies to achieve compliance.

PLEASE NOTE: Questions should be understood to refer to ONLY MSSP participants and should be considered in the context of each participant’s assessed choices, preferences, needs and functional capacity.

Questions and Guidance

Following are each of the questions in the six federal requirement categories along with guidance to clarify the content or terms used in the questions.

<u>Federal Requirement Category 1: Access to the Community</u>	
<i>The setting is integrated in and supports full access to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services.</i>	
Question	Guidance
1a. Do participants regularly receive information regarding services in the community and access options, such as public bus/light rail, taxi/van services, special transportation providers, etc.?	Describe how the Provider informs participants about the Congregate Meal Site’s community access options.

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1d. Does the Congregate Meal Provider encourage visitors or others from the community to visit the participant?	Describe how the Provider encourages visitors and others from the community to visit the participant at the congregate meal site.
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Federal Requirement Category 2: Choice of Setting
The setting is selected by the individual from among various setting options, including non-disability specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered care plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.

Question	Guidance
2d. Does the person-centered care plan identify the participants' choice to receive services from the provider?	Describe how the provider offers the choice to receive or not receive the Congregate Meal Site's services.

Federal Requirement Category 3: Rights
The setting ensures an individual's rights of privacy, dignity, respect, and freedom from coercion and restraint.

Question	Guidance
3a. Does the Congregate Meal Provider inform participants' of their rights to privacy, dignity, respect, and freedom from coercion and restraint?	Describe the Congregate Meal Site's policy on participant's rights.
3b. Does the Congregate Meal Provider conduct communications about the participants' personal information, such as medical conditions and financial situation, in a place where	Describe the Congregate Meal Site's privacy policy.

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<p>privacy and confidentiality are assured?</p>	
<p>3c. Does the Congregate Meal Provider ensure that participants have privacy while using the bathroom and when assisted with personal care?</p>	<p>Describe the Congregate Meal Site's privacy policy.</p>
<p>3d. Does the Congregate Meal Provider offer a secure place to store participants' personal belongings for the period of time they are receiving services?</p>	<p>Describe the Congregate Meal Site's policy on securing personal belongings.</p>
<p>3e. Do the Congregate Meal Provider staff communicate with participants in a manner that takes needs and preferences into account? Do they employ alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?</p>	<p>Describe the Congregate Meal Site's policy for communicating with participants in a manner that takes their needs and preferences into account. Describe how the Congregate Meal Site employs alternative methods of communication where needed.</p>
<p>3f. Does the Congregate Meal Provider allow participants to dress or groom in a manner that is appropriate to the setting while honoring individual choice and life-style preferences?</p>	<p>Describe the Congregate Meal Site's policy related to how participants dress and groom themselves.</p>
<p>3h. Does the Congregate Meal Provider use delayed egress devices or secured perimeters?</p>	<p>Describe the Congregate Meal Site's policy on the use of delayed egress devices or secured perimeters.</p>

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Federal Requirement Category 4: Autonomy and Independence
The setting optimizes but does not regiment individual initiative, autonomy and independence in making life choices, including daily activities, physical environment and with whom to interact.

Question	Guidance
4a. Does the Congregate Meal Provider allow participants to have meal/snacks to meet their needs and preferences?	Describe how the Congregate Meal Provider enables participants to make meal choices consistent with their needs and preferences.
4b. Does the Congregate Meal Provider encourage participants to interact with friends, family, and the greater community?	Describe how the Congregate Meal Provider encourages participants to interact with friends, family and the greater community at the Congregate Meal Site.

Federal Requirement Category 5: Choice of Services and Supports
The setting facilitates individual choice regarding services and supports, and who provides them.

Question	Guidance
5a. Does the Congregate Meal Provider allow participants to choose from a variety of services and supports to the extent that alternative choices are available?	Describe how the Congregate Meal Site takes participant needs and preferences into account in providing a variety of service alternatives.

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<p>5b. Does the Congregate Meal Provider have a complaint/grievance policy and inform participants how to file a complaint/grievance?</p>	<p>Describe the Congregate Meal Site's complaint/grievance policy and how participants are informed about how to file a complaint or grievance.</p>
<p>5c. Does the Congregate Meal Provider allow participants to voice their concerns or ask questions regarding the services received, including the choice to modify their services?</p>	<p>Describe how the Congregate Meal Provider enables participants to provide feedback on the services they receive and make suggestions to modify services.</p>

<p>Federal Requirement Category 6: Accessibility <i>The setting is physically accessible to the individual.</i></p>	
<p>Question</p>	<p>Guidance</p>
<p>6a. Does the Congregate Meal Provider ensure that all public areas and amenities are physically accessible to participants and provide equipment to meet participants' needs?</p>	<p>Describe how the Congregate Meal Provider ensures its public areas are accessible to all participants including those with functional impairments.</p>



**State Transition
MSSP Congregate Meal Center- Self Assessment Tool
Non-Residential Home and Community-Based Settings**

Date(s) of Assessment _____

Assessment Completed by Congregate Meal Site: _____

Setting Name and Location - Congregate Meal Site _____

HCB Setting Type - Waiver Program Multipurpose Senior Services Program

Federal Requirement Category

1. The setting is integrated in and supports full access to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB Services.

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
1a. Do participants regularly receive information regarding services in the community and access options, such as public bus/light rail, taxi/van services, special transportation providers, etc.?				

1b. Does the Congregate Meal Provider include access to the community as part of its plan for services?				
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1c. Does the Congregate Meal Provider encourage and support participants in seeking employment in competitive integrated settings, as applicable?				
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1d. Does the Congregate Meal Provider encourage visitors or others from the community to visit the setting?				
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Federal Requirement #1:

Additional Comments:

Federal Requirement Category

2. The setting is selected by the individual from among various setting options, including non-disability specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual’s needs, preferences, and, for residential settings, resources.

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
2a. Does the Congregate Meal Provider have a person-centered care plan on file for all participants based on the participants’ needs and preferences?				
2b. Does the Congregate Meal Provider encourage participants and/or their families or designated representatives to participate in the care planning process?				
2c. Does the person-centered care plan identify various setting options, including non-disability settings, provided to the participants?				
2d. Does the person-centered plan identify the participants’ choice to receive services from the provider?				

Federal Requirement #2:

Additional Comments:

Federal Requirement Category

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

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
3a. Does the Congregate Meal Provider inform participants of their rights of privacy, dignity, respect, and freedom from coercion and restraint.				
3b. Does the Congregate Meal Provider conduct communications about the participants' personal information, such as medical conditions and financial situation, in a place where privacy and confidentiality is assured?				
3c. Does the Congregate Meal Provider ensure that participants have privacy while using the bathroom and when assisted with personal care?				
3d. Does the Congregate Meal Provider offer a secure place to store participants' personal belongings for the period of time they are receiving services?				
3e. Does the Congregate Meal Provider staff communicate with participants based on needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)?				

3f. Does the Congregate Meal Provider allow participants to dress or groom in a manner that is appropriate to the setting while honoring individual choice and life-style preferences?				
3g. Does the Congregate Meal Provider appropriately utilize restraints?				
3h. Does the Congregate Meal Provider use delayed egress devices or have secured perimeters?				

Federal Requirement #3:

Additional Comments:

Federal Requirement Category

4. The setting optimizes individual initiative, autonomy, and independence in making life choices, including daily activities, physical environment and with whom to interact.

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
4a. Does the Congregate Meal Provider allow participants to have a meal/snacks to meet their needs and preferences/				
4b. Does the Congregate Meal Provider encourage participants to interact with friends, family, and the greater community?				
4c. Does the Congregate Meal Provider encourage participants to engage in whichever activities they choose?				

Federal Requirement #4:

Additional Comments:

Federal Requirement Category

5. The setting facilitates individual choice regarding services and supports, and who provides them.

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
5a. Does the Congregate Meal Provider allow participants to choose from a variety of services and supports to the extent that alternative choices are available?				
5b. Does the Congregate Meal Provider have a complaint/grievance policy and inform participants how to file a complaint/grievance?				
5c. Does the Congregate Meal Provider allow participants to voice their concerns or ask questions regarding the services received including the choice to modify their services?				

Federal Requirement #5:

Additional Comments:

Federal Requirement Category

6. The setting is physically accessible to the individual.

Specific Question	Yes	No	N/A	Additional Comments/Describe Evidence of Compliance/Non-Compliance
6a. Does the Congregate Meal Provider ensure that all public areas and amenities are physically accessible to participants and provide equipment to meet participants' needs?				

Federal Requirement #6:

Additional Comments

Assessment Completed By:

Date of Signature

Reviewed and Approved By:

Date of Signature

Remediation Follow-Up and Verification: Explain completion of remediation of any federal requirement(s) determined not to be met by this setting:

Verified by:

Date:
