

Example Pre-service Review

DISCLAIMER

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This pre-service review is to help guide you in your responsibilities as a family member providing Lifesharing services in the state of Pennsylvania. Lifesharing services can be provided in Licensed and Unlicensed homes. While the Pennsylvania Office of Developmental Disabilities has determined that family members providing services in their home to relatives will not be licensed, it is important to note that the department has made it clear that family members and agencies must use the 6500 and 6100 regulations as a guideline for providing Lifesharing services. The list below contains just some of the regulations that you will be required to follow as a family member providing Lifesharing services.

A. Responsibilities of family member Lifesharing Provider Relative

The Lifesharing family member agrees to:

1. Exercise the rights at the individual receiving services within their home as noted in Chapter 6100 regulations.
 - a. Exercise of Rights.
 - i. An individual may not be deprived of rights as provided under §§ 6100.182 and 6100.183 (relating to rights of the individual; and additional rights of the individual in a residential facility).
 - ii. An individual shall be continually supported to exercise the individual's rights.
 - iii. An individual shall be provided the support and accommodation necessary to be able to understand and actively exercise the individual's rights.
 - iv. An individual may not be reprimanded, punished or retaliated against for exercising the individual's rights.
 - v. A court's written order that restricts an individual's rights shall be followed.
 - vi. A court-appointed legal guardian may exercise rights and make decisions on behalf of an individual in accordance with a court order.

- vii. An individual who has a court-appointed legal guardian, or who has a court order restricting the individual's rights, shall be involved in decision making in accordance with the court order.
 - viii. An individual has the right to designate persons to assist in decision making on behalf of the individual.
- b. These rights include:
- i. An individual may not be discriminated against because of race, color, creed, disability, religious affiliation, ancestry, gender, gender identification, sexual orientation, national origins or age.
 - ii. An individual has the right to civil and legal rights afforded by law, including the right to vote, speak freely, and practice the religion of his choice or to practice no religion.
 - iii. An individual may not be abused, neglected, mistreated, exploited, abandoned or subjected to corporal punishment.
 - iv. An individual shall be treated with dignity and respect.
 - v. An individual has the right to make choices and accept risks.
 - vi. An individual has the right to refuse to participate in activities and supports.
 - vii. An individual has the right to control the individual's own schedule and activities.
 - viii. An individual has the right to privacy of person and possessions.
 - ix. An individual has the right of access to and security of the individual's possessions.
 - x. An individual has the right to choose a willing and qualified provider.
 - xi. An individual has the right to choose where, when and how to receive needed supports.
 - xii. An individual has the right to voice concerns about the supports the individual receives.
 - xiii. An individual has the right to assistive devices and support to enable communication at all times.
 - xiv. An individual has the right to participate in the development and implementation of the PSP.
 - xv. An individual has the right to receive scheduled and unscheduled visitors, and to communicate and meet privately with persons of the individual's choice, at any time.
 - xvi. An individual has the right to unrestricted access to send and receive mail and other forms of communications, unopened and unread by others.
 - xvii. An individual has the right to unrestricted and private access to telecommunications.
 - xviii. An individual has the right to manage and access the individual's own finances.

- xix. An individual has the right to choose persons with whom to share a bedroom.
- xx. An individual has the right to furnish and decorate the individual's bedroom and the common areas of the home in accordance with §§ 6100.184 and 6100.444(b) (relating to negotiation of choices; and lease or ownership).
- xxi. An individual has the right to lock the individual's bedroom door.
- xxii. An individual has the right to access food at any time.
- xxiii. An individual has the right to make informed health care decisions.
- c. Role of family and friends.
 - i. The Lifesharing family member provider shall facilitate and make the accommodations necessary to support an individual's visits with family, friends and others, at the direction of the individual.
 - ii. The Lifesharing family member provider shall facilitate and make the accommodations necessary to involve the individual's family, friends and others in decision making, planning and other activities, at the direction of the individual.

2. Documentation of Supportive Delivery.

- a. The Lifesharing family member provider will maintain internet connection and will have a home computer which supports _____electronic health record.
- b. The Lifesharing family member provider will provide _____documentation in the individual's electronic health record which supports the service delivery related to the individual and will include the name of the individual, the name of the Lifesharing family member provider, the date, name, and title of the person completing the documentation, a summary documenting what service was delivered who delivered support when the support was delivered and where the support was delivered.
- c. The Lifesharing provider family member will document on all outcomes as written in the individual support plan.
- d. The Lifesharing family member will submit documentation related to all medical appointments including medical appointments forms required for _____and annual physical requirements.
- e. The Lifesharing provider family member will ensure that they are available for team meetings and monitoring by _____. and outside agencies.
- f. The Lifesharing provider family member will comply with all incident management investigations.
- g. The Lifesharing provider family member will not be the representative payee of their family member but will ensure any funds the individual receives will be accounted for by documentation on a financial record.

- h. The Lifesharing provider family member will follow the rules surrounding the medication administration process which include documentation of medication administration for individuals who are not self- medicating.
- i. The Lifesharing provider family member will comply with all doctor's health recommendations and timely return appointments.

3. Incident Management

- a. The Lifesharing provider family member shall report the following incidents, alleged incidents, and suspected incidents through the department's information management system within 24 hours of discovery by a staff person.
- b. Types of incidents and timelines for reporting:
 - i. Death
 - ii. Suicide attempt
 - iii. Inpatient admission to a hospital
 - iv. Emergency room visit
 - v. Abuse
 - vi. Neglect
 - vii. Exploitation
 - viii. Missing individual
 - ix. Law enforcement activity
 - x. Injury requiring treatment beyond first aid
 - xi. Fire requiring the services of the fire department
 - xii. Emergency Closure
 - xiii. Use of a restraint
 - xiv. Theft or misuse of individuals funds
 - xv. A violation of the individual rights
 - xvi. A medication administration error, including prescription and over the counter medication administration
 - xvii. A critical health and safety event that requires immediate intervention such a significant behavioral event or trauma.
 - xviii. The individual, and persons designated by the individual, shall be notified immediately upon discovery of an incident relating to the individual.
 - xix. The provider shall keep documentation of the notification in subsection (b).
 - xx. The incident report, redacted to exclude information about another individual and the reporter, unless the reporter is the individual who receives the report, shall be available to the individual, and persons designated by the individual, upon request.
- c. Incident investigation:
 - i. The provider shall take immediate action to protect the health, safety and well-being of the individual following the initial knowledge or notice of an incident, alleged incident and suspected incident.
 - ii. The provider shall initiate an investigation of an incident within 24 hours of discovery by a staff person.

iii. A Department-certified incident investigator shall conduct the investigation of the incident listed in § 6100.401(a) (relating to types of incidents and timelines for reporting).

iv. The Lifesharing provider family member will comply with any immediate action necessary to protect the health, safety, and wellbeing of the individual during the investigation process.

*Please note that if you or someone residing within your home is named as a target in an investigation of abuse or neglect. The Department requires that agencies separate the individual (victim) from the target during the investigative process. This means that the provider or individual would need to leave the home.

4. Physical Site:

- a. The Lifesharing provider family member will ensure that for anyone unable to regulate water temperature that the water temperature does not exceed 120 degrees.
- b. The Lifesharing provider family member will ensure that all poisons are locked if the individual being served is unsafe around poisons.
- c. If the individual is not self-medicating the Lifesharing provider family member will ensure that all medications are locked.
- d. The Lifesharing provider family member will ensure that all medications are administered as prescribed by the individuals physician,
- e. The Lifesharing provider family member will ensure that the home has a smoke detector and fire extinguisher on each floor of the home and that the smoke detectors are inspected monthly.
- f. The Lifesharing provider family member will ensure that their furnaces are cleaned and inspected annually.
- g. The Lifesharing provider family member will ensure that any physical site adaptations needed are completed to meet the needs of the individual being served.
- h. The Lifesharing provider family shall ensure that the home is well maintained, kept clean and in order.
- i. The Lifesharing provider family will ensure that no home exits are blocked. and walkways are free from ice, snow and obstructions and other hazards.

Provider Applicant Signature

Date

Reviewer

Date

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