

HCBS Final Rule Evidentiary Package

St. Otto's Outreach Services



Setting information

Setting name: St. Otto's Outreach Adult Day	ID # 1052673
Street address: 920 Fourth St. SE, Little Falls, MN 56345	Phone: 320-632-9281
Setting website, if applicable: St. Otto's Outreach Adult Day (https://stottos.org/outreach-services/)	Date of site visit: 5/29/2018

Waiver service type

Waiver service	Service type:
<input checked="" type="checkbox"/> Alternative Care (AC) <input checked="" type="checkbox"/> Elderly Waiver (EW) <input checked="" type="checkbox"/> Brain Injury (BI) <input checked="" type="checkbox"/> Community Access for Disability Inclusion (CADI)	Adult Day Service

Waiver service	Service type:
<input type="checkbox"/> Community Alternative Care (CAC) <input type="checkbox"/> Developmental Disabilities (DD)	

Reason for heightened scrutiny

Prong type	Category	Type of setting
Prong 1 Located in a Public or Private Institution	Name of Institution	Name of Institution St. Otto's Care Center

Note: The term people/person (resident for residential settings) refers to people who receive Medicaid HCBS waiver services.

General summary

St. Otto's adult day program is located in Little Falls, a rural community in central Minnesota with a population of 8,343 (2010 census). St. Otto's is located near residential neighborhoods and close to churches, restaurants and other community businesses. The adult day program serves 10 people on HCBS waivers and 12 people who use other funding sources.

St. Otto's offers transportation services, daily activity program of music, art, games and opportunities for social interactions both on-site and in the community. Some people come once a week, while others attend daily.

Adult day provider standards/qualifications

Licensure requirements and other state regulations for adult day services clearly distinguish these services/settings from institutional licensure or regulations.

Adult day services provided in center-based facilities are directly licensed by the Department of Human Services. Adult day services serve functionally impaired adults on a regular basis for periods of fewer than 24 hours during the day in a setting that is not a residence.

Adult day service definitions that support the setting requirements

Minnesota’s Community-Based Services Manual (CBSM) provides the following requirements for [Adult day services](#):

(http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_002205#)

Adult day services must:

- Be based on the person’s assessed needs
- Be directed toward the achievement of specific outcomes identified in the person’s support plan
- Offer opportunities to participate in community groups (e.g., senior citizen centers or clubs, generic service organizations, adult education)
- Provide age-appropriate tasks and materials
- Provide community integration opportunities to enhance the person’s social and physical interaction with people without disabilities
- Provide the supports necessary either to maintain or improve the person’s ability to care for him or herself.

Prong 1 and Prong 2 settings

Meaningful distinction between the facility and HCBS setting

States must submit strong evidence that the setting presumed institutional has the characteristics of a HCBS setting and not an institutional setting.

Determination	Summary
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>Interconnectedness between the facility and the setting in question, including administrative or financial interconnectedness, does not exist or is minimal.</p> <p>Staff are hired by St. Otto’s outreach administration and receive adult day-specific employee orientation and ongoing training. St. Otto’s staff are not scheduled to work with people at the nursing home (no staff work at the nursing home).</p> <p>Therapy (OT, PT) and ortho services are offered through St. Otto’s Care Center, however people need to request to have these services provided. Upon intake the administrator informs people of their options for therapy/ortho services both onsite and in the community. The administrator reported that people are reminded of their options during</p>

	<p>quarterly meetings. People interviewed reported that they have a choice of providers (both use community based medical services).</p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>To the extent any facility staff are assigned occasionally or on a limited basis to support or back up the HCBS staff, the facility staff are cross-trained to meet the same qualifications as the HCBS staff; (staff training materials that speak of the need to support people’s chosen activities), (person-centered planning) (the staff is trained specifically for home and community-based support in a manner consistent with the HCB settings regulations.)</p> <p>Staff that work at St. Otto’s Outreach adult day are never scheduled to work at St. Otto’s care center. This information was reported by the administrator and staff interviewed.</p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>Participants in the setting in question do not have to rely primarily on transportation or other services provided by the facility setting, to the exclusion of other options; (Describe the proximity to avenues of available public transportation or an explanation of how transportation is provided where public transportation is limited.)</p> <p>There are a variety of transportation options used by the people who receive services at St. Otto’s, including public bus, taxi, community volunteer drivers and family transportation. One person drives to the adult day program and one person rides a bike. Staff at the adult day program provide support to people to use transportation by training them on the use of transportation (public bus), calling a taxi, coordinating volunteer drives and helping to determine bus routes. During the admission process, people are informed of transportation options and needs are determined. The adult day program also transports people to and from the program and to community events/activities.</p>
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable	<p>The setting provides HCBS services in a space that is distinct from the space that institutional services are provided.</p> <p>St. Otto’s adult day program has a separate and distinct space (room) from the care center.</p>

Community engagement opportunities and experiences

Administration, staff and people who receive services mentioned the following community activities they have participated in:

- Going out to lunch
- Shopping at stores
- Garage sales in the summer
- Church services

Staff and people who receive services reported that off-site community activities are planned at minimum one time per week. St. Otto's adult day informs people of daily activity options by using a monthly calendar. They plan the calendar with the people in the program, asking on a regular basis what they want to do for the day/week/month. The activities calendar notes to "please ask for alternate activity if not interested in schedule." People interviewed reported that they get a monthly calendar of activities and there are other announcements/activities shown on the bulletin board. The program administrator and staff reported that it is the person's choice to participate in group activities or determine individual activities he or she would like to participate in.

Staff members noted they check in with people on a regular (weekly/daily) basis on their preferences related to daily activities, such as trivia, crafts, word games, cards and bingo.

People who receive adult day services at St. Otto's also go out on their own without staff to medical appointments, church (drop-in center), craft shop and walks-. These individualized activities occur two times per week during program hours for people who choose and do not have the need for supervision.

HCBS characteristics

This section is a summary of the individual HCBS characteristics required in the HCBS rule. The findings for each characteristic are identified through the setting attestation documentation, on-site observation or both.

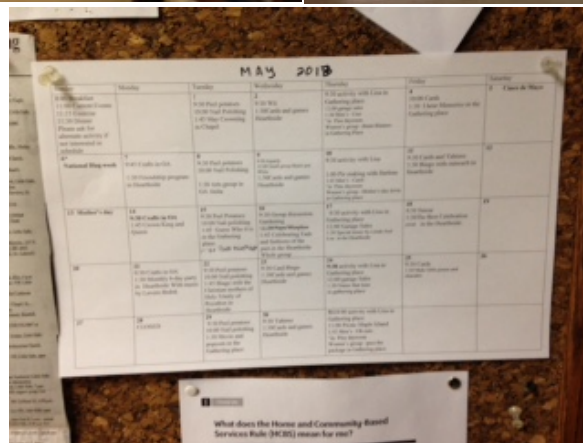
HCBS Rule requirement	Compliance status (Please select)
<p>The setting provides opportunities for people to seek employment and work in competitive integrated settings.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p>	Compliant

<p>Employment policy and procedures related to providing opportunities for people to seek employment include:</p> <ul style="list-style-type: none"> • Staff will assist as needed with arranging appropriate rides for participants who are going to employment. • Activities in the adult day center might need to be changed if participant wants to participate and is at work at the time. This might not occur if it is an outside vendor coming in at a certain time, such as entertainment, but changes may be made with other activities such as exercise, if it does not make a hardship for the majority of the adult day participants <p>Two people who attend the adult day program also work. One person cuts lawn and another person works with job coaching support. The program reports it accommodates work schedules, including switching days as needed.</p>	
<p>The setting is physically accessible to the individual.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Some people in the program were observed accessing different areas of the settings using wheelchairs and walkers.</p>	Compliant
<p>The setting provides people opportunities to access and engage in community life.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Policy indicates that people are offered opportunities to participate in a variety of recreation/leisure activities while attending the adult day program. People are also encouraged to contribute ideas for future activities and outings. These activities are designed to promote and stimulate intellectual, physical, recreational and spiritual well-being, and accommodate personal interests of participants.</p> <p>Information is provided to people before admission and as needed of medical and therapeutic services available on-site as well as a reminder that they have the right to choose off-site services if they prefer.</p> <p>Interviews with people who receive services confirmed that they have opportunities to contribute ideas for community activities on a monthly basis. More information can be found in the community engagement section.</p>	Compliant

<p>The setting supports the person’s control of personal resources.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p>	<p>Compliant</p>
<p>The setting ensures people’s right to privacy.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Direct care staff and people who receive services are oriented to dignity, respect and privacy policies and procedures. These policies include the person’s right to be treated with dignity and respect, health and personal privacy and freedom from coercion and restraint.</p> <p>A separate room was observed that people may use to meet with family or visitors in private, as needed.</p>	<p>Compliant</p>
<p>The setting ensures people’s dignity and respect.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Direct care staff and people who receive services are oriented to dignity, respect and privacy policies and procedures. These policies include the person’s right to be treated with dignity and respect, health and personal privacy and freedom from coercion and restraint.</p> <p>Respectful treatment of people served was observed during the site visit.</p> <p>People also reported in their interviews that they enjoyed participating in the program.</p>	<p>Compliant</p>
<p>The setting ensures people’s freedom from coercion and restraint.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Direct care staff and people who receive services are oriented to dignity, respect and privacy policies and procedures. These policies include the person’s right to be treated with dignity and respect, health and personal privacy and freedom from coercion and restraint.</p>	<p>Compliant</p>

<p>Respectful treatment of people served was observed during the site visit.</p>	
<p>The setting optimizes individual initiative, autonomy, and independence in making life choices, including daily schedule and with whom to interact.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Policy indicates that interests and strengths of people who receive services are taken into consideration by the program director and staff when developing the monthly calendar and that each person may choose which activities to participate in or choose not to participate. Independent activities are offered to people who choose not to participate in group activities. This was verified by staff and interviews with people.</p>	<p>Compliant</p>

Pictures of the HCBS setting



Public comment summary

The Minnesota Department of Human Services (DHS) did not receive public comments for this setting.

DHS sought public comment for 30 days (Feb. 6-March 7, 2019) before submitting settings to the Centers Medicare & Medicaid Services (CMS) for heightened scrutiny.

We sought public comments using the following methods:

- Evidentiary packages posted online on the [Home and Community Based Services Rule transition plan page](#)
- Evidentiary packages specific to each setting posted in a common area of the setting
- Notice of public comment period via [Feb. 6, 2019, eList announcement](#)
- Notification to lead agencies via regional resource specialists
- Notification to providers via email
- Notification to managed care organizations and Area Agencies on Aging (AA) via email
- Notification to long-term care ombudsman office via email
- Disability Hub MN virtual insight panel.

Minnesota's recommendation

Date of recommendation: 4/1/2019

Minnesota supports that this setting overcomes the institutional presumption and meets the requirements of a home and community-based setting. Provider is required to maintain on-going compliance with all HCBS requirements.