

[COMPANY NAME]

SCL AND MPW REGULATIONS

POLICIES AND PROCEDURES MANUAL

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SCL Regulations

Section 1: Definitions

- 1) Developmental disability means a chronic, severe disability;
- 2) Intellectual disability means a person whose intellectual functioning is significantly sub-average;
- 3) Licensed clinical social worker means a person who meets the requirements of a licensed clinical worker;
- 4) Licensed psychological practitioner means a certified psychologist with adequate knowledge of autonomous functioning;
- 5) Participant means a person who is eligible for Michelle P. waiver services in this regulation's section 4 and meets level of care criteria of Michelle P. waiver services in this regulation's section 5;
- 6) Person-centered service plan means a written plan of services for each participant who meets the requirements of this regulation's section 8;
- 7) Registered nurse means a person with at least one year of experience as a licensed practical nurse;
- 8) Social worker means a person with a bachelor's degree in sociology, social work, or any other related field;

Section 2: Participant Eligibility, Enrollment, and Termination

- 1) To be eligible to receive SCL program services:
 - a) A person or their representative should:
 1. Apply for home and community-based waiver services via Grasshopper Care Home LLC's website;
 2. Complete the application and upload it to Grasshopper Care Home LLC's website;
 - b) Shall receive notification of potential funding for SCL as per Grasshopper Care Home LLC's regulation;
 - c) Shall meet patient status requirements established by Grasshopper Care Home LLC;
 - d) Shall meet Medicaid eligibility requirements established by Grasshopper Care Home LLC;
 - e) Upon receiving notification of potential funding for SCL, the following shall be uploaded to Grasshopper Care Home LLC's website:
 1. A physical examination result conducted within the last one (1) year;
 2. A life history completed within the past one (1) year;
 3. Documentation of the status change of a participant;
- 2) To maintain eligibility as a participant:
 - a) A participant shall be assessed by the Grasshopper Care Home LLC team at least once every 2 years upon completion of the care;
- 3) An SCL waiver shall not be provided to persons:
 - a) Receiving service(s) in other home and community-based waiver programs;
- 4) Loss and involuntary termination of an SCL waiver program placement shall occur if:

- a) A participant does not access services listed in the service plan for a period greater than 2 months without getting a go-ahead from the Grasshopper Care Home LLC team;
- 5) Involuntary termination of service(s) by an SCL provider shall require:
 - a) The SCL provider to notify the participant or their representative a month prior to the date of termination;
- 6) Grasshopper Care Home LLC shall initiate discontinuation of a participant's participation in the SCL waiver program if:
 - a) The participant or their representative submits a written notice to discontinue the service(s) provided.

Section 3: Non-PDS Provider Participation Requirements

- 1) An SCL provider shall be required to comply with the relevant authorities, where guidance shall be offered by Grasshopper Care Home LLC;
- 2) To provide SCL waiver service(s) as per Grasshopper Care Home LLC's regulations in section 4, an SCL provider shall be required to:
 - a) Get certified by Grasshopper Care Home LLC prior to service(s) initiation;
 - b) Get recertified biennially by Grasshopper Care Home LLC;
 - c) Adhere to the laws governing the chosen tax or business structure of the SCL provider;
 - d) Maintain policy complying with Grasshopper Care Home LLC's regulation about the operations of the SCL provider and the safety, health, and welfare of participants served by the SCL provider;
 - e) Take part in the Grasshopper Care Home LLC's surveys;
- 3) An SCL provider shall:
 - a) Make sure that SCL waiver services are not provided by any unauthorized person unless allowed for a participant-directed service as per Grasshopper Care Home LLC's regulations in section 4;
 - b) Not enroll a participant whose needs are unable to be met by the SCL provider;
 - c) Have and adhere to Grasshopper Care Home LLC's regulation criteria for determining a participant's eligibility for admission to services;
 - d) Document denying service(s) and reason(s) for denial;
 - e) Maintain operations documentation;
 - f) Document and maintain accurate fiscal information;
 - g) If responsible for a participant's fund management, shall:
 - 1. Maintain separate accounting for every participant in a special or trust account;
 - 2. Provide the participant with account records and balance for every transaction on a quarterly basis;
 - 3. Notify the participant of their accrued balance as it may have an impact on their Medicaid eligibility;
- 4) Have a written statement of its values and mission, which shall:
 - a) Encourage informed decision-making among participants;
 - b) Promote self-worth and dignity among participants and empower them;

- c) Connect participants to natural support networks;
- d) Foster a conducive environment for participants;
- e) Encourage team meetings to avoid acts of harassment;
- f) Encourage the SCL program goal among participants;
- 5) Have a written policy and procedures for communication and interaction with a participant or their representative;
- 6) Abide by the rights of participants by:
 - a) Solving conflicts in a person-centered manner;
 - b) Availing rights description and how to exercise them;
 - c) Having an appeal system;
- 7) Cooperate with monitoring visitors from other agents;
- 8) Not manufacture, distribute, dispense, or sell drugs.

Section 4: SCL Services

- 1) An SCL waiver service shall:
 - a) Be prior authorized by the Grasshopper Care Home LLC team;
 - b) Be provided to a participant based on the participant's person-centered service plan by a professional who meets Grasshopper Care Home LLC's regulations in section 3;
- 2) Activities such as day training, community access, personal assistance, or any hours of paid community employment or on-site supported employment service shall be, at most, sixteen (16) hours per day;
- 3) SCL-covered services shall include:
 - a) Community transition services;
 - b) Case management;
 - c) Community guide services;
 - d) Community access services;
 - e) Consultative clinical and therapeutic services;
 - f) Environmental accessibility adaptation services;
 - g) Day training;
 - h) Goods and services;
 - i) Natural supports training;
 - j) Personal assistance services;
 - k) Person-centered coaching;
 - l) Respite;
 - m) Positive behavior supports;
 - n) Shared living;
 - o) Residential support services;
 - p) Specialized medical equipment and supplies;
 - q) Transportation services;
 - r) Vehicle adaptation;
 - s) Supported employment;
- 4) Case management requirements shall be as established in Grasshopper Care Home LLC's regulations in section 6;

- 5) A community access service shall:
 - a) Be provided by a community access specialist;
 - b) Support a participant's participation in meaningful activities through community organizations;
- 6) A community guide service shall:
 - a) Be provided by a community guide who achieves training and personnel requirements in Grasshopper Care Home LLC's regulations in sections 3 and 10;
 - b) Empower a participant to be aware of the participant's services;
 - c) Be applicable for a participant who chooses participant-directed support for support services;
- 7) Community transition services shall:
 - a) Be furnished if:
 1. The service is appropriate and makes sense;
 2. Listed in the participant's person-centered service plan;
 3. It cannot be provided from other sources;
 - b) Shall not include:
 1. Monthly rental or mortgage expense;
 2. Food;
 3. Regular utility charges;
 4. Items that are intended for purely diversional or recreational purposes;
 5. Furnishings for living arrangements that are owned or leased by an SCL provider;
- 8) Day training shall:
 - a) Be provided by a direct support professional;

Section 5: Person-Centered Service Plan Requirements

- 1) A person-centered service plan shall:
 - a) Be generated for every participant;
 - b) Be designed by:
 1. The participant or their representative;
 2. The participant's case manager;
 3. The participant's person-centered team;
- 2) A participant's treatment plan for their chosen services shall be addressed in the person-centered service plan;
- 3) A participant's person-centered service plan shall be:
 - a) Entered into the Grasshopper Care Home LLC's website by the participant's case manager;
 - b) Updated in the Grasshopper Care Home LLC's by the participant's case manager;
 - c) A participant or their representative shall complete and upload it into the Grasshopper Care Home LLC's website before or when the person-centered service plan is uploaded into the Grasshopper Care Home LLC's website.

Section 6: Case Management Requirements

- 1) A case manager shall:
 - a) Have a bachelor's degree from an accredited institution;

- b) Be a licensed clinical social worker;
 - c) Be a registered nurse;
 - d) Be a licensed professional clinical counselor;
 - e) Be a licensed marriage and family therapist;
 - f) Be a licensed psychological practitioner;
 - g) Be a licensed psychologist;
- 2) A case manager shall:
- a) Communicate to achieve the best interest of the participant;
 - b) Identify and meet a participant's needs;
 - c) Advocate for a participant with service providers to ensure that services are delivered as established in the participant's person-centered service plan;
- 3) Case management shall include:
- a) Initiating, coordinating, implementing, and monitoring the assessment, reassessment, evaluation, intake, and eligibility process;
 - b) Assisting a participant to identify, coordinate, and arrange person-centered team and person-centered team meetings;
 - c) Facilitating person-centered team meetings that assist a participant in developing, updating, and monitoring the person-centered service plan;
 - d) Assisting a participant to gain access to and maintain employment, membership in community groups, and activities as per the participant's choices;
 - e) Coordinating and monitoring all Grasshopper Care Home LLC's home and community-based waiver services and non-waiver services;
- 4) Helping a participant to plan resource use and ensure protection of resources;
- 5) Monitoring to make that services are offered when a participant has been terminated from any service until the participant chooses an alternate provider if needed;
- 6) Providing a participant, their representative, and team members one-day hour telephone access to case management personnel.

Section 7: Human Rights Committee (HRC)

- 1) A human rights committee shall:
- a) Meet frequently, at least once in each quarter, to monitor and ensure the rights of participants utilizing SCL services are respected;
 - b) Constitute of:
 - 1. A self-advocate;
 - 2. A community member knowledgeable about human rights issues;
 - 3. A waiver participant's representative;
 - 4. Medical professional;
 - 5. An experienced professional with a Bachelor's degree;
 - c) Have each SCL provider play a role in the human rights committee process and provide the relevant documentation reviewal and approval before implementation of any rights restrictions;
 - d) Maintain a record of each meeting;

- e) Send a summary of each reviewed person-centered service plan relevant participant, their representative, and the case manager;
- f) Make sure that restrictions imposed on participants are temporary;
- 2) A participant's rights may be restricted or limited for one week if there is an incident of potential danger or harm to a participant by the SCL provider in consultation with the case manager and the participant's representative.

Section 8: Behavior Intervention Committee (BIC)

- 1) A behavior intervention committee shall:
 - a) Meet frequently, at least once in each quarter, to review, approve, and recommend new or revised positive behavior support plan(s);
 - b) Constitute of:
 - 1. A self-advocate;
 - 2. A community member knowledgeable about human rights issues;
 - 3. A participant's representative;
 - 4. Medical professional;
 - 5. A positive behavior support specialist;
 - c) Ensure that positive behavior supports are based on person-centered values;
 - d) Ensure evidenced-based and best practices are utilized in treatment assessments and interventions for a behavioral health condition(s) as the primary support services in circumstances when supplemental behavioral interventions are required;
 - e) Ensure positive behavioral supports and behavioral health treatment are used collaboratively;
 - f) New or revised positive behavior support plan(s) are not implemented until approved by the behavior intervention committee;
 - g) Maintain a record of each meeting;
 - h) Send a summary of each reviewed person-centered service plan relevant participant, their representative, and the case manager.

Section 9: Other Assurances

- 1) For all participants receiving services from Grasshopper Care Home LLC, an SCL provider shall:
 - a) Make sure their rights to dignity, privacy, and respect are adhered to;
 - b) Make sure they have freedom of restraint or coercion;
 - c) Make sure they have freedom of choice in making life choices;
 - d) Not use aversive techniques with participants;
 - e) Identify service setting options for clients in the participant's person-centered service plan;
 - f) Guide the client on choosing service setting options based on their preferences and needs;
 - g) Incorporate a plan to restore the rights of participants upon restriction;
- 2) Participants or their representatives can choose the services, providers, and service settings of their preferences;

- 3) Participants have the choice of deciding where to live freely and independently, with Grasshopper Care Home LLC recommending a conducive and community-integrated environment;
- 4) Human rights committee shall annually review right restriction(s) imposed by SCL providers;
- 5) Human rights committee shall approve the right restriction(s) imposed by SCL providers.

Section 10: Participant-Directed Services (PDS)

- 1) Participant-directed services may include:
 - a) Community guide services;
 - b) Community access services;
 - c) Respite;
 - d) Day training;
 - e) Personal assistance services;
 - f) Supported employment;
 - g) Shared living;
- 2) Individuals who provide participant-directed services shall:
 - a) Complete training requirements within six months of being hired as a new provider of a participant-directed service;
 - b) Be competent in first aid and cardiopulmonary resuscitation;
 - c) Be competent in individualized instructions among participants getting support;
 - d) Have knowledge about maltreatment of children and vulnerable adults, community safety, and person-centered planning;
- 3) Additional services that will be provided as participant-directed services include:
 - a) Goods and services;
 - b) Environmental accessibility adaptation services;
 - c) Vehicle adaptation;
 - d) Transportation services;
 - e) Natural supports training;
- 4) A participant's representative may provide support to a participant-directed service if:
 - a) They have skills that can help meet the needs of the participant;
 - b) The participant's representative does not usually provide the service;
 - c) Delivery of the service is costly;
 - d) Their age is fit to offer services;
 - e) The participant gets to form new relationships and adapt to new individuals;
 - f) A qualified provider is missing due to distance and time;
- 5) A legally responsible person can provide services to participant(s) if given the go-ahead by Grasshopper Care Home LLC after an assessment of their potential;
- 6) A participant's representative shall not be eligible to provide Grasshopper Care Home LLC's home and community-based waiver service to the participant;
- 7) A participant may disenroll from a participant-directed service when they decide to do so at any time;

- 8) A corrective action plan shall be developed by a case manager together with the participant, their representative, and a member of the person-centered team if the participant does not adhere to their person-centered service plan;
- 9) The participant's case manager shall make follow up on the corrective action plan and the outcomes;
- 10) Termination of a participant-directed service shall not occur until another service provider is willing to provide the service;
- 11) Documentation of participant-directed service(s) shall entail:
 - a) A timesheet;
 - b) Contacts;
 - c) Applicable forms for service(s).

Section 11: Incident Reporting Process

- 1) Two types of incidents shall be:
 - a) A critical incident;
 - b) An incident;
- 2) A critical incident shall include:
 - a) Neglect or abuse;
 - b) Death;
 - c) A homicidal or suicidal ideation;
 - d) A serious medication error;
 - e) A missing person;
 - f) Any other action determined by the provider;
- 3) A critical incident shall be if:
 - a) It can harm a participant;
- 4) Upon the occurrence of an incident or critical incident:
 - a) A witness of the incident shall document it and report to the Grasshopper Care Home LLC's staff;
 - b) The incident shall be assessed to categorize it;
 - c) The Grasshopper Care Home LLC's staff shall immediately act to ensure the safety and good health of the affected participant(s);
 - d) The Grasshopper Care Home LLC's staff will report the incident to the participant's care manager, and representative within twenty-four hours after occurrence;
- 5) The SCL provider shall:
 - a) In conjunction with the participant's case manager, conduct quick investigations;
 - b) Document the investigations and present them to Grasshopper Care Home LLC;
 - c) Enter mortality data documentation into the Grasshopper Care Home LLC within fourteen days after its occurrence if a death of a participant acquiring services from SCL providers;
 - d) Document details of medication errors on a medication error log on the Grasshopper Care Home LLC's file.

Section 12: SCL Waiting List

- 1) To be eligible for the SCL waiting list, a person or their representative shall:
 - a) Apply for home and community-based waiver services via Grasshopper Care Home LLC's website;
 - b) Complete the application and upload it to Grasshopper Care Home LLC's website;
 - c) Have supporting documentation to prove the age of onset and diagnosis;
 - d) Have an IQ test conducted before attaining eighteen years to diagnose intellectual disability or before attaining twenty-two years to diagnose developmental disability;
 - e) Grasshopper Care Home LLC shall review persons' application information to identify whether the information is valid and complete;
- 2) A person or their representative shall receive a written notification of being placed on the SCL waiting list via email;
- 3) A person or their representative shall receive written notification of any change resulting from reconsideration of being placed on the SCL waiting list via email;
- 4) To maintain the SCL waiting list, Grasshopper Care Home LLC shall update the waiting list information at least once in a year;
- 5) If any need to verify the information on the SCL waiting list, the person or their representative shall receive a written notification;
- 6) If any error in the diagnostic information when updating the SCL waiting list, Grasshopper Care Home LLC may request a new diagnosis of intellectual disability or developmental disability, or both;
- 7) Upon updating and validation of the SCL waiting list, a person's reassignment of their category can be done under the approval and signing by Grasshopper Care Home LLC;
- 8) Upon noticing a change in a person's status, they or their representative may submit a written request for consideration of change from one category to the other;
- 9) Grasshopper Care Home LLC can remove a person from the SCL waiting list if:
 - a) Grasshopper Care Home LLC's team cannot locate the person;
 - b) A person declines potential SCL funding after receiving notification;
 - c) A person is deceased;
 - d) Upon reviewal, a person does not have a diagnosis of intellectual disability or developmental disability;
- 10) If a person receives notification of potential SCL funding and declines it but requests to be maintained on the SCL waiting list, they shall be placed in the appropriate category on the SCL waiting with the chronological date not changing;
- 11) If a person is removed from the SCL waiting list, Grasshopper Care Home LLC shall send them a written notification via email;
- 12) If a person is removed from the SCL waiting list, they are eligible to make an application later.

Section 13: Use of Electronic Signatures

- 1) Creating, transmitting, storing, or using electronic signatures and documents shall:
 - a) Adhere to the requirements and regulations of Grasshopper Care Home LLC.

Section 14: Employee Policies and Requirements Apply to Subcontractors

- 1) Policies and requirements that are developed in Grasshopper Care Home LLC's regulation for employees shall:
 - b) Apply also to subcontractors too.

Section 15: Appeal Rights

- 1) An appeal of staff decision concerning a Medicaid beneficiary on the basis of an application of Grasshopper Care Home LLC's regulation shall be determined by Grasshopper Care Home LLC executive committee;
- 2) An appeal of staff decision concerning Medicaid eligibility of a person on the basis of the application of Grasshopper Care Home LLC's regulation shall be determined by Grasshopper Care Home LLC executive committee;
- 3) An appeal of staff decision concerning a provider on the basis of the application of Grasshopper Care Home LLC's regulation shall be determined by Grasshopper Care Home LLC executive committee;
- 4) The staff shall not grant an appeal concerning a category of determining need, pursuant to section 12 of Grasshopper Care Home LLC's regulation.

Section 16: Participant Rather Than Provider Driven

- 1) Funding of the SCL waiver program shall be aligned with SCL waiver program participants and not SCL waiver service providers.

Section 17: Federal Approval and Federal Financial Participation

- 1) Coverage of services pursuant to Grasshopper Care Home LLC's regulation shall occur after confirmation of federal financial participation to conduct coverage and approved by the Medicare and Medicaid centers.

Section 18: Incorporation by Reference

- 1) Writing of Grasshopper Care Home LLC's regulation has been done under the guidance of Kentucky's SCL regulations.

MPW Regulations

Section 1: Definitions

- 1) ADHC means Adult Day Health Care;
- 2) Developmental disability means a chronic, severe disability;
- 3) Direct care staff a personnel hired by a Michelle P. waiver provider help in providing services to participants;
- 4) Licensed clinical social worker means a person who meets the requirements of a licensed clinical worker;
- 5) Licensed psychological practitioner means a certified psychologist with adequate knowledge of autonomous functioning;
- 6) Participant means a person who is eligible for Michelle P. waiver services in this regulation's section 4 and meets level of care criteria of Michelle P. waiver services in this regulation's section 5;
- 7) Person-centered service plan means a written plan of services for each participant who meets the requirements of this regulation's section 8;
- 8) Registered nurse means a person with at least one year of experience as a licensed practical nurse;
- 9) Social worker means a person with a bachelor's degree in sociology, social work, or any other related field;
- 10) Support broker means a person who provides technical assistance, training, and support to participants.

Section 2: Non-PDS Provider Participation Requirements

- 1) For a provider to provide Michelle P. waiver services in exclusion of participant-directed services, they shall:
 - a) Be licensed by the relevant authorities;
 - b) Be certified by Grasshopper Care Home LLC if the type is not licensable by the relevant authorities;
- 2) A Michelle P. waiver provider shall:
 - a) Comply with:
 1. Relevant authorities;
 2. Grasshopper Care Home LLC regulation;
 3. Provider participation requirements for SCL providers under Grasshopper Care Home LLC's SCL regulation, Section 3;
 - b) Not enroll a participant for whom the provider is not able to provide Michelle P. waiver services;
 - c) Allowed to reject or accept a participant;

- d) To provide Michelle P. waiver services as per Section 4 of Grasshopper Care Home LLC's regulation, a Michelle P. waiver service provider shall:
- e) Obtain Caregiver Misconduct Registry results.

Section 3: Maintenance of Records

- 1) A Michelle p. waiver provider shall maintain:
 - a) A clinical record in the Grasshopper Care Home LLC's website for each website;
 - b) Service records, fiscal reports, and incident reports concerning services provided with the records and reports being retained for at least six years, and for a minor, at least three years upon attaining the age of majority;
- 2) Upon request, a Michelle P. waiver provider shall avail information concerning services and financial records as directed by Grasshopper Care Home LLC.

Section 4: Participant Eligibility Determinations and Redeterminations

- 1) A Michelle P. waiver services shall be provided to a participant eligible for Medicaid who:
 - a) Is determined by the Grasshopper Care Home LLC team whether they meet Michelle P. waiver service level of care criteria as per Section 5 of Grasshopper Care Home LLC's regulation;
 - b) If denied waiver services, would be admitted to a nursing facility;
- 2) To apply to be a part of the program, a person or their representative shall:
 - a) Apply for home and community-based waiver services via Grasshopper Care Home LLC's website;
 - b) Complete the application and upload it to Grasshopper Care Home LLC's website;
- 3) Grasshopper Care Home LLC team shall determine the eligibility of participant(s) for Michelle P. waiver service level of care at least once in a year;
- 4) A Michelle P. waiver shall not be provided to a person who:
 - a) Does not need a service other than case management;
 - b) Is a resident of a licensed personal care home;
 - c) Is receiving services from another home and community-based waiver services program;
 - d) Is a nursing facility inpatient;
- 5) A Michelle P. waiver provider shall notify a participant or their representative of their choice to receive institutional services or Michelle P. waiver services;
- 6) A Michelle P. waiver provider shall notify Grasshopper Care Home LLC via email concerning participant(s):
 - a) Transfer to another waiver program;
 - b) Admission to a nursing facility for less than two months consecutively;
 - c) Return to the Michelle P. waiver program from a nursing facility within two months;
 - d) Termination from the Michelle P. waiver program;
- 7) Loss and involuntary termination of Michelle P. waiver program placement shall occur if:
 - a) A participant does not access services listed in the service plan for a period greater than 2 months without getting a go-ahead from the Grasshopper Care Home LLC team;

- 8) Involuntary termination of service(s) by Michelle P. provider shall require:
 - a) The Michelle P. provider to notify the participant or their representative a month prior to the date of termination;
- 9) Grasshopper Care Home LLC shall initiate discontinuation of a participant's participation in the Michelle P. waiver program if:
 - a) The participant or their representative submits a written notice to discontinue the service(s) provided.

Section 5: Level of Care Criteria

- 1) A person shall be determined to have met the criteria for Michelle P. waiver service level of care if the person:
 - a) Requires rehabilitation or environmental or physical management;
 - b) Has a developmental disability;
- 2) A person shall not meet the criteria for Michelle P. waiver service level of care if they do not require a planned active treatment program;
- 3) Grasshopper Care Home LLC shall not determine that a person fails to meet the criteria for Michelle P. waiver service level of care solely because of their age, history of previous home-based home cares, or length of stay provided they meet the above requirements in this Section.

Section 6: Covered Services

- 1) A Michelle P. waiver service shall:
 - a) Be prior authorized by Grasshopper Care Home LLC to ensure that the service meets the needs of Grasshopper Care Home LLC;
 - b) Be provided as per person-centered service plan;
 - c) Not be provided by a participant's representative, other than a Participant-Directed Services;
- 2) A request for prior authorization to Grasshopper Care Home LLC shall be incorporated with waiver services physician's recommendation, Medicaid waiver assessment, and person-centered service plan;
- 3) Covered Michelle P. waiver services include:
 - a) Comprehensive assessment by Grasshopper Care Home LLC;
 - b) Reassessment service by Grasshopper Care Home LLC;
 - c) Case management, which shall entail:
 1. Delivery of indirect and direct services to a participant;
 2. Not entail group conference;
 3. Be provided by a case manager;
 4. Not be provided to a participant if Grasshopper Care Home LLC provides another Michelle P. waiver service to the participant;
 5. Documentation of comprehensive monthly summary note;
 - d) A personal care service, which shall be provided to a participant who requires help in bathing, eating, personal hygiene, or dressing, or other activities by direct care staff;
 - e) A homemaker service, which shall be provided to a participant who is functionally unable; however, can perform age-appropriate homemaker tasks, by direct care staff;

- f) An attendant care service, which shall be provided to a participant who is medically stable but functionally dependent by direct care staff;
- g) A respite care service, which shall be provided to a participant with care needs beyond normal baby sitting by direct care staff on short-term care basis due to lack of a primary caretaker;
- h) Occupational therapy service, which shall be provided to a participant by a physician, which shall entail evaluation of a participant's functioning level through prognostic and diagnostic tests;
- i) An environmental and minor home adaptation service, which shall be provided to a participant by a direct care staff and shall entail physical home adaptation to achieve the safety, welfare, and health of a participant;
- j) Physical therapy service, which shall be provided to a participant by a physician by conducting an evaluation of joint, muscle, and functional ability tests;
- k) Adult day training service, which shall be provided to a participant by direct care staff who will help the participant manage their daily routines, cope with and manage stress;
- l) Speech-language pathology services, which shall be provided to a participant by a physician by conducting an evaluation of a participant's language or speech disorder;
- m) Community living supports, which shall be provided to a participant by a direct care staff to enhance integration into the community by a participant residing in their home;
- n) An ADHC service, which shall be provided to a participant aged 21 years above who requires skilled nursing services by a nurse;
- o) A behavioral support service, which shall be provided to a participant who requires methods and approaches to help them change behavior as per their preferred way;
- p) A supported employment service, which shall be provided to a participant who requires support to be able to maintain their job in an environment where persons without disability are employed.

Section 7: Participant-Directed Services

- 1) Supports and covered services provided to a participant receiving Participant-Directed Services shall be nonmedical, including:
 - a) Goods and services;
 - b) A home and community support service;
 - c) Financial management service;
 - d) Community day support service;
- 2) For coverage, a Participant-Directed Service shall be included in a person-centered service plan;
- 3) Participant-Directed Service reimbursement shall not exceed Grasshopper Care Home LLC's permitted reimbursement;
- 4) A participant shall choose a provider of their preference and shall be documented in the person-centered service plan;

- 5) A participant may designate a representative on their behalf if the Participant-Directed Service representative shall not be monetary compensated and is aged twenty one years and above;
- 6) A participant may voluntarily terminate Participant-Directed Service and notify the support broker;
- 7) Grasshopper Care Home LLC shall terminate a participant from Participant-Directed Service if the participant:
 - a) Is at risk of danger to their health, welfare, or safety;
 - b) Requires more hours of service than the program can provide;
 - c) Fails to pay patient liability;
 - d) Threatens Participant-Directed Service staff or support broker;
- 8) Grasshopper Care Home LLC shall terminate a participant from Participant-Directed Service if the participant's provider does not follow the person-centered service plan;
- 9) Grasshopper Care Home LLC shall inform a participant of its decision for termination after involuntary termination and guide the participant on the appeal process as per Section 16 of this regulation, if the participant decides to petition;
- 10) The support broker shall:
 - a) Notify providers of potential termination;
 - b) Help participant in developing a prevention and resolution plan;
 - c) Help participant in transitioning back to other Michelle P. waiver services;
- 11) Grasshopper Care Home LLC shall develop a one-year budget for a participant on the basis of the participant's person-centered service plan;

Section 8: Person-centered Service Plan Requirements

- 1) A person-centered service plan shall:
 - a) Be generated for every participant;
 - b) Be designed by:
 1. The participant or their representative;
 2. The participant's case manager;
 3. The participant's person-centered team;
- 2) A participant's treatment plan for their chosen services shall be addressed in the person-centered service plan;
- 3) A participant's person-centered service plan shall be:
 - a) Entered into the Grasshopper Care Home LLC's website by the participant's case manager;
 - b) Updated in the Grasshopper Care Home LLC's by the participant's case manager;
 - c) A participant or their representative shall complete and upload it into the Grasshopper Care Home LLC's website before or when the person-centered service plan is uploaded into the Grasshopper Care Home LLC's website.

Section 9: Case Management Requirements

- 1) A case manager shall:
 - a) Have a bachelor's degree from an accredited institution;
 - b) Be a licensed clinical social worker;

- c) Be a registered nurse;
 - d) Be a licensed professional clinical counselor;
 - e) Be a licensed marriage and family therapist;
 - f) Be a licensed psychological practitioner;
 - g) Be a licensed psychologist;
- 2) A case manager shall:
 - a) Communicate to achieve the best interest of the participant;
 - b) Identify and meet a participant's needs;
 - c) Advocate for a participant with service providers to ensure that services are delivered as established in the participant's person-centered service plan;
 - 3) Case management shall include:
 - a) Delivery of indirect and direct services to a participant;
 - b) Not entail group conference;
 - c) Be provided by a case manager;
 - d) Not be provided to a participant if Grasshopper Care Home LLC provides another Michelle P. waiver service to the participant;
 - e) Documentation of comprehensive monthly summary note;
 - 4) A participant's case manager shall enter the request into Grasshopper Care Home LLC's website if the participant voluntarily terminates Michelle p. waiver program so that they are admitted to a nursing facility;
 - 5) Case management for participants who shall begin to receive Michelle P. waiver services shall be conflict free unless instructed otherwise by Grasshopper Care Home LLC.

Section 10: Annual Expenditure Limit Per Individual

- 1) Grasshopper Care Home LLC shall have a limit for annual expenditure per person receiving services via Grasshopper Care Home LLC's regulation;
- 2) The limit shall be overall for all services.

Section 11: Incident Reporting Process

- 1) Two types of incidents shall be:
 - a) A critical incident;
 - b) An incident;
- 2) A critical incident shall include:
 - a) Neglect or abuse;
 - b) Death;
 - c) A homicidal or suicidal ideation;
 - d) A serious medication error;
 - e) A missing person;
 - f) Any other action determined by the provider;
- 3) A critical incident is termed so if:
 - a) It can harm a participant;
- 4) Upon the occurrence of an incident or critical incident:
 - a) A witness of the incident shall document it and report to the Grasshopper Care Home LLC's staff;

- b) The incident shall be assessed to categorize it;
- c) The Grasshopper Care Home LLC's staff shall immediately act to ensure the safety and good health of the affected participant(s);
- d) The Grasshopper Care Home LLC's staff will report the incident to the participant's care manager, and representative within twenty-four hours after occurrence;
- 5) The Michelle P. provider shall:
 - a) In conjunction with the participant's case manager, conduct quick investigations;
 - b) Document the investigations and present them to Grasshopper Care Home LLC;
 - c) Enter mortality data documentation into the Grasshopper Care Home LLC within fourteen days after occurrence of a death of a participant acquiring services from Michelle P. providers;
 - d) Document details of medication errors on a medication error log on the Grasshopper Care Home LLC's file.

Section 12: Michelle P. Waiting List

- 1) If at the time of application there is no slot for a person to enroll in the Michelle P. waiver program, they shall be placed on Michelle P. waiver program waiting list;
- 2) To be eligible for the Michelle P. waiver program waiting list, a person or their representative shall:
 - a) Apply for home and community-based waiver services via Grasshopper Care Home LLC's website;
 - b) Complete the application and upload it to Grasshopper Care Home LLC's website;
- 3) A person or their representative shall receive a written notification of being placed on the Michelle P. waiver program waiting list via email;
- 4) To maintain the Michelle P. waiver program waiting list, Grasshopper Care Home LLC shall update the waiting list information at least once in a year;
- 5) Grasshopper Care Home LLC can remove a person from the Michelle P. waiver program waiting list if:
 - a) A person elects to not continue with enrollment in the Michelle P. waiver program;
 - b) A person declines potential Michelle P. waiver program funding after receiving notification;
 - c) A person is deceased;
- 6) If a person receives notification of potential Michelle P. waiver program funding and declines it but requests to be maintained on the Michelle P. waiver program waiting list, they shall their current position on the waiting list and be positioned bottom in the waiting list;
- 7) If a person is removed from the Michelle P. waiver program waiting list, Grasshopper Care Home LLC shall send the person or their representative a written notification via email;
- 8) If a person is removed from the Michelle P. waiver program waiting list, they are eligible to make an application later.

Section 13: Use of Electronic Signatures

- 1) Creating, transmitting, storing, or using electronic signatures and documents shall:

- a) Adhere to the requirements and regulations of Grasshopper Care Home LLC.

Section 14: Reimbursement

- 1) Grasshopper Care Home LLC shall offer a maximum limit of 40 hours to the below Michelle P. waiver services, whether alone or in any combination:
 - a) Personal care service
 - b) Homemaker service
 - c) Attendant care service
 - d) Occupational therapy service
 - e) Physical therapy service
 - f) Adult day training service
 - g) Speech-language pathology services
 - h) Community living supports
 - i) Adult Day Health Care service
 - j) Behavioral support service
 - k) Supported employment service
- 2) Environmental and minor home adaptation service shall not exceed \$500 per participant, annually;
- 3) Respite care service shall not exceed \$4000 per participant, annually;

Section 15: Appeal Rights

- 1) An appeal of staff decision concerning Michelle P. waiver services to participant(s) shall be in accordance with Grasshopper Care Home LLC executive committee determination.

Section 16: Participant Rather Than Provider Driven

- 1) Funding of the SCL waiver program shall be aligned with SCL waiver program participants and not SCL waiver service providers.

Section 17: Federal Approval and Federal Financial Participation

- 1) Coverage of services pursuant to Grasshopper Care Home LLC's regulation shall occur after confirmation of federal financial participation to conduct coverage and approved by the Medicare and Medicaid centers.

Section 18: Incorporation by Reference

- 1) Writing of Grasshopper Care Home LLC's regulation has been done under the guidance of Kentucky's SCL regulations.

PROCEDURES

- a. Procedures for fostering, cultivating and preserving a culture of diversity, racial equity and inclusion.
 - i. Grasshopper Care Home LLC shall develop and implement a comprehensive diversity, racial equity, and inclusion policy that lists an organization's commitment to helping foster an inclusive environment.
 - ii. Grasshopper Care Home LLC shall provide regular training and education programs for employees to help promote awareness and create an understanding of diversity, racial equity, and inclusion issues.
 - iii. Grasshopper Care Home LLC shall create mechanisms for employees to report any occurring instances of discrimination, harassment, or bias and also ensure that all appropriate measures are taken to help in addressing and resolving such occurring issues.
 - iv. Grasshopper Care Home LLC shall recruit and employ any diverse workforce, ensuring equal employment opportunities for people from different racial, ethnic, and cultural backgrounds.
 - v. Grasshopper Care Home LLC shall review and evaluate its policies and practices regularly to help identify and address potential barriers to diversity, racial equity, and inclusion while making the necessary adjustments.
 - vi. AgencyY shall collaborate with organizations within the society and other stakeholders to create partnerships and promote diversity, racial equity, and inclusion in the broader society.

- b. Procedure for documenting any denial for a service and the reason for the denial.
 - i. Grasshopper Care Home LLC shall document the denial and the reason for the decision when the request of the participants has been denied.
 - ii. Grasshopper Care Home LLC shall ensure that the form for documenting service denials, ensuring consistency and accuracy, is maintained to standards.
 - iii. Grasshopper Care Home LLC shall store the documented denials and reasons safely in the records of the participants to help for future references and review.
 - iv. Grasshopper Care Home LLC shall reference the relevant policy in the documentation when a denial has been based on specific policies.
 - v. Grasshopper Care Home LLC shall communicate the denial and the reason to the participant clearly and respectfully, ensuring that the participant understands the rationale behind the decision.
 - vi. Grasshopper Care Home LLC shall give out clarification and understanding whenever needed, which will be essential in exploring various available options.

- c. Procedures for termination, both voluntary and involuntary.
 - i. Grasshopper Care Home LLC will conduct a thorough review and investigation in situations where it has initiated a specific termination caused by non-compliance, misconduct, and other justified reasons.
 - ii. Grasshopper Care Home LLC shall document the requests of the participants to go on with voluntary termination and follow up on the date of the request.
 - iii. Grasshopper Care Home LLC will communicate to the participant any outstanding obligations and responsibilities of the participant, including returning agency property and settling any outstanding fees.
 - iv. Grasshopper Care Home LLC will be required to update the record of the participants to reflect their voluntary termination and ensure any appropriate closure of their case.

Part 2

- i. Grasshopper Care Home LLC must perform a comprehensive assessment and inquiry in circumstances of non-compliance, misconduct or other valid reasons for termination.
 - ii. Grasshopper Care Home LLC must observe its established policies and procedures when starting and documenting an involuntary termination.
 - iii. Grasshopper Care Home LLC must include any supporting evidence when documenting the reasons for the termination.
 - iv. Grasshopper Care Home LLC must provide to participants written notification regarding termination including detailed reasoning and relevant appeals and grievance processes.
 - v. Grasshopper Care Home LLC must conduct involuntary terminations respectfully and professionally to maintain the participants' rights throughout the process.
 - d. Procedures for transitioning someone to conflict free case management.
 - i. Grasshopper Care Home LLC must follow a standardized procedure when it is decided that participants require conflict-free case management during the transition.
 - ii. Grasshopper Care Home LLC will review the participant's case and assess whether conflict-free case management is required using established criteria.
 - iii. Grasshopper Care Home LLC must initiate the transitioning process if it is about meeting their requirements. The process involves assigning a new case manager and moving the case to an outside agency for conflict-free management.
 - iv. Grasshopper Care Home LLC shall notify the participant about the process of transition. The transition process covers reasons for the change and any expected impacts on their services.
 - v. Grasshopper Care Home LLC will ensure a smooth transition through coordination with the new case manager and agency. This encompasses shifting relevant records, communicating necessary data, and coordinating obligatory meetings and evaluations.
 - vi. Grasshopper Care Home LLC is required to address any of the participant's questions or concerns, thereby maintaining open communication with them throughout the transition process.
 - vii. Grasshopper Care Home LLC shall complete updates on participant records following the completion of the transition to reflect a change in case management.
- e. Procedures for monitoring and ensuring the rights of a participant.

- i. Grasshopper Care Home LLC must create a comprehensive system to protect and monitor participants' rights.
 - ii. Grasshopper Care Home LLC shall perform periodic monitoring activities to guarantee adherence to relevant laws, regulations, and policies concerning participant rights.
 - iii. Grasshopper Care Home LLC should communicate to the participants their rights including privacy, dignity, autonomy, and informed consent.
 - iv. Grasshopper Care Home LLC must handle any concerns and complaints regarding potential violations of participants' rights.
 - v. Grasshopper Care Home LLC must maintain a clear communication channel for reporting and identifying assistance to help participants assert their rights.
 - vi. Grasshopper Care Home LLC must safeguard the participant's rights through appropriate interventions if their actions put them in danger.
- f. Procedures which ensure the confidentiality of a participant's record and other personal information.
- i. Grasshopper Care Home LLC shall establish and maintain a strict confidentiality procedure to protect the privacy and security of the records and personal information of the participant.
 - ii. Grasshopper Care Home LLC shall limit access to the participant's records to authorized personnel who might require it for legitimate purposes.
 - iii. Grasshopper Care Home LLC shall create and enforce policies regarding the handling, storage, and disposal of records and personal information of the participant in compliance with applicable privacy laws and regulations.
 - iv. Grasshopper Care Home LLC shall provide the employees with training on maintaining confidentiality, properly handling sensitive information and the impacts of unauthorized disclosure.
 - v. Grasshopper Care Home LLC shall store the records and personal information of the participants in a safe place and install appropriate controls in place.
 - vi. Grasshopper Care Home LLC must utilize a secure technique when exchanging participant information internally or with external parties.
 - vii. Grasshopper Care Home LLC must investigate and implement appropriate measures to mitigate the effects and prevent future unauthorized disclosure of participants' information,
 - viii. Grasshopper Care Home LLC should inform participants of their rights to confidentiality and privacy. Accessing, demanding, and requesting their deleted records are also included in their rights.
- g. Procedures on the availability of records pertaining to a participant.
- i. Grasshopper Care Home LLC must systematically maintain each participant's records.
 - ii. Grasshopper Care Home LLC shall grant each participant the right to access their records while considering any applicable legal restrictions.

- iii. Grasshopper Care Home LLC is responsible for establishing an approach that lets individuals request their records using an approved standard application.
 - iv. Grasshopper Care Home LLC must process the record submission requests and make the records available within a reasonable time.
 - v. Grasshopper Care Home LLC will charge a reasonable fee for the reproduction and handling of documents regarding applicable laws and regulations,
 - vi. Grasshopper Care Home LLC is responsible for providing every participant with precise and comprehensive information regarding their record while protecting the privacy and confidentiality of other participants mentioned in the same record.
 - vii. Grasshopper Care Home LLC should explain clearly and provide alternative options to the participant if the records are not found. Grasshopper Care Home LLC must furnish an unambiguous explanation when a participant has trouble providing information and present various alternatives.
- h. Procedure for evaluation of employees on an annual basis.
- i. Grasshopper Care Home LLC shall conduct the yearly evaluation of employees to analyze job performance, provide guidance for improvement, and encourage career advancement.
 - ii. Grasshopper Care Home LLC's appraisal procedure must be fair and objective, based on pre-established values and job responsibilities.
 - iii. Grasshopper Care Home LLC will consider employees' roles and responsibilities as an evaluation criteria. The assessment will consider factors such as job skills, quality of work, communication skills, and teamwork. Additionally, alignment of evaluation criteria with compliance policies and procedures is expected from Grasshopper Care Home LLC.
 - iv. Grasshopper Care Home LLC must evaluate all participants to ensure their ability to conduct proper assessments after receiving the necessary training and guidance.
 - v. Grasshopper Care Home LLC must offer an appraisal method including quantitative and qualitative analysis plus particular instances in order to provide a thorough assessment with adequate supporting evidence for their responses.
 - vi. Grasshopper Care Home LLC should communicate to the staff in advance by development of a review timeline by
 - vii. Grasshopper Care Home LLC ought to enable its staff members to submit their critiques and feedback as a component of the review procedure.
 - viii. Grasshopper Care Home LLC will document their findings, share them with employees, and provide helpful advice for improving specific areas regarding the appraisal process.
 - ix. Grasshopper Care Home LLC shall design career advancement initiatives whenever necessary to help their staff in diverse domains.
 - x. Grasshopper Care Home LLC shall commence on a confidential review process by Grasshopper Care Home LLC which necessitates that the resulting report be safely stored alongside the employee's file.
- i. Procedure for corrective action.

- i. Grasshopper Care Home LLC must execute a disciplinary process to address the performance if employees fall below expected standards.
 - ii. Grasshopper Care Home LLC shall initiate a settlement process to ensure fairness within the boundaries of relevant laws, regulations, and organizational policy directives.
 - iii. Grasshopper Care Home LLC shall communicate to the employees clear and defined communication regarding specific steps and tasks in the disciplinary process.
 - iv. Grasshopper Care Home LLC shall document specific incidents, dates and supporting evidence for performance and conduct problems.
 - v. Grasshopper Care Home LLC must explain the concerns clearly and offer a chance to comment and provide employee feedback.
 - vi. Grasshopper Care Home LLC is required to take disciplinary action to address incidents appropriately. This can range from issuing either verbal or written warnings to providing additional training or implementing performance improvement programs, depending on the severity of the incident.
 - vii. Grasshopper Care Home LLC will initiate a corrective action plan describing necessary actions, timeline and consequences to ensure compliance with required standards.
- j. Procedures for maintaining an employee record for each employee.
- i. Grasshopper Care Home LLC shall establish and maintain personnel records containing relevant information and documentation for each employee.
 - ii. Grasshopper Care Home LLC shall record any changes in the records of the employees, including promotion transfer and change in employment status.
 - iii. Grasshopper Care Home LLC mandates that only authorized personnel may access the secure location where the employee records are stored.
 - iv. Grasshopper Care Home LLC must adhere to applicable privacy laws and regulations to collect, store, and access personnel records.
 - v. Grasshopper Care Home LLC will guarantee the confidentiality of personal records and only disclose the information to authorized individuals with a legitimate need.
 - vi. Grasshopper Care Home LLC will retain the records about former employees leaving the organization for a reasonable amount of time, consistent with legal obligations and internal policy.
- k. Procedures for assuring communication access to participants with limited communication skills, limited English proficiency, deaf or hard of hearing.
- i. Grasshopper Care Home LLC must guarantee that individuals with limited communication skills and limited English proficiency receive equal access to communication and appropriate support.
 - ii. Grasshopper Care Home LLC shall assess the communication requirements of every participant, and the best way to assist communication will be determined.
 - iii. Grasshopper Care Home LLC shall provide the participants with qualified translators and communication assistants to ensure effective communication.

- iv. Grasshopper Care Home LLC must keep a record of skilled interpreters and ensure their availability whenever in need.
 - v. Grasshopper Care Home LLC should communicate to participants the available communication support and the application process.
 - vi. Grasshopper Care Home LLC staff members shall receive training and guidance on appropriate communication strategies to interact effectively with participants having limited or special language skills.
 - vii. Grasshopper Care Home LLC must promptly offer communication assistance while respecting the stakeholders' customs and preferences.
 - viii. Grasshopper Care Home LLC will review the effectiveness of communication support periodically and makes relevant adjustments as needed for continuous improvement and make relevant adjustments as needed.
- l. Procedures for medication administration.
- i. Grasshopper Care Home LLC has to manage and monitor medication supplies to guarantee the secure and precise delivery of medications to participants.
 - ii. Grasshopper Care Home LLC will supervise trained and empowered staff who will be responsible for dispensing medication following established policies and procedures.
 - iii. Grasshopper Care Home LLC must store drugs safely to maintain safe operations and prevent unauthorized access.
 - iv. Grasshopper Care Home LLC must adhere to schedules and procedures that consider appropriate sanitation measures in the administration of drugs.
 - v. Grasshopper Care Home LLC must ensure accurate documentation for every instance where medication is provided to a patient. Thus, Grasshopper Care Home LLC must keep records comprising all relevant details like patient identity, drug details (dose/schedule), reaction, if any etc.
 - vi. Grasshopper Care Home LLC will maintain the expertise of its staff members responsible for drug dispensing by ensuring regular training and skills assessments.
 - vii. Grasshopper Care Home LLC must meet all legal, regulatory, and licensing demands regarding drug dispensing and record keeping.
- m. Procedures for the ongoing monitoring of medication administration.
- i. Grasshopper Care Home LLC shall implement a designed continuous monitoring program for policy, program, and safety standards adherence.
 - ii. Grasshopper Care Home LLC shall conduct routine inspections of storage areas, monitor dispensing practices, and review drug records periodically to ensure compliance.
 - iii. Grasshopper Care Home LLC shall direct trained medical supervisors who shall perform research activities.
 - iv. Grasshopper Care Home LLC must ensure that its pharmaceutical analysts adhere to a set policy and procedure for sampling and evaluation to guarantee precision and honesty in the assessment process.
 - v. Grasshopper Care Home LLC shall monitor the activities to ensure proper storage, use and dispensing of medications and compliance with documentation requirements.

- vi. Grasshopper Care Home LLC should document, report, and handle any detected irregularities or inconsistencies.
 - vii. Grasshopper Care Home LLC must record findings, corrective action, and follow-up procedures during investigative activities.
 - viii. Grasshopper Care Home LLC is required to give information and assistance to employees in light of monitoring outcomes, strengthen best practices, and tackle any identified training or performance gaps.
- n. Procedures for basic infection control plan.
- i. Grasshopper Care Home LLC must develop specific control measures prioritizing their safety to prevent disease spread among participants and personnel.
 - ii. Grasshopper Care Home LLC must guarantee that its infection control programs adhere to relevant laws, regulations, and industry standards.
 - iii. Grasshopper Care Home LLC will provide their staff with a comprehensive education on preventing infections by adopting best hygiene practices. This involves teaching correct hand washing procedures, PPE usage, and identifying typical illnesses.
 - iv. Grasshopper Care Home LLC has development of strategies which are crucial in their ability to recognize possible infectious disease outbreaks, which includes fulfilling all necessary reporting requirements and efficient communication channels established between other relevant government agencies.
 - v. Grasshopper Care Home LLC must incorporate protocols for detecting and rectifying any infringement of infection control measures in the infection control plan.
 - vi. Grasshopper Care Home LLC must maintain records for training audits, sanitation programs and other outbreaks to document their infection control activities effectively.
- o. Procedures for Effective cleaning and maintenance.
- i. Grasshopper Care Home LLC shall develop and execute procedures for properly maintaining and repairing its premises to maintain a safe and sanitary environment.
 - ii. Grasshopper Care Home LLC shall ensure that cleaning and maintenance policies apply to all facility areas, including common areas, bathrooms, and areas.
 - iii. Grasshopper Care Home LLC shall designate responsible personnel to perform cleaning and maintenance.
 - iv. Grasshopper Care Home LLC shall develop cleaning schedules and checklists to ensure regular cleaning and maintenance of all areas.
 - v. Grasshopper Care Home LLC shall ensure that materials and packaging are selected under the manufacturer's instructions and that appropriate safety precautions are taken.
 - vi. Grasshopper Care Home LLC shall ensure that proper procedures such as dusting, wiping, and disinfection are followed to effectively remove dirt, bacteria and other contaminants.
 - vii. Grasshopper Care Home LLC shall provide staff training on cleaning and maintenance procedures, including correctly using cleaning equipment.

- viii. Grasshopper Care Home LLC shall maintain and repair equipment and machinery to ensure proper operation and safety.

- p. Procedures concerning the presence of deadly weapons.
 - i. Grasshopper Care Home LLC shall establish clear procedures regarding the presence of harmful weapons on its premises and during program operations.
 - ii. Grasshopper Care Home LLC shall notify participants, guests and staff of the policies regarding harmful weapons, including firearms, explosives, and other dangerous weapons.
 - iii. Grasshopper Care Home LLC shall prohibit possessing, using, or displaying harmful weapons on its premises unless authorized personnel are required to carry weapons during their employment.
 - iv. Grasshopper Care Home LLC shall display signs prohibiting harmful weapons at various checkpoints.
 - v. Grasshopper Care Home LLC shall report any harmful weapon to the appropriate authorities and handle them under the applicable laws and regulations.
 - vi. Grasshopper Care Home LLC shall cooperate with local law enforcement and security personnel to ensure the participants' and employees' safety and security.
 - vii. Grasshopper Care Home LLC shall regularly conduct security audits and risk assessments to identify potential vulnerabilities and implement appropriate mitigation measures.
 - viii. Grasshopper Care Home LLC shall ensure that employees receive training to identify situations involving harmful weapons and respond if necessary.

- q. Procedures concerning the safe storage of common household items.
 - i. Grasshopper Care Home LLC shall establish procedures for the safe storage of common household items on its premises to prevent accidents and ensure the safety of participants and personnel.
 - ii. Grasshopper Care Home LLC shall safely store the items commonly used in homes. It will be their priority to ensure they are not within reach of those involved, especially people with mental retardation and mobility impairment.
 - iii. Grasshopper Care Home LLC shall label common household storage areas need clear information about their contents and associated hazards.
 - iv. Grasshopper Care Home LLC shall offer staff training which should cover the proper storage and usage of commonly found household items. It should also provide instructions on safely handling and disposing of them.
 - v. Grasshopper Care Home LLC shall teach the participants and staff the potential risks of everyday household items. They should also motivate them to report any problems and occurrences linked to storage and usage.
 - vi. Grasshopper Care Home LLC must conduct inspections and audits of storage facilities to guarantee conformity with safety procedures and identify possible hazards and violations.

- vii. Grasshopper Care Home LLC has to dispose of any damaged, expired or unwanted everyday household items following proper waste management and environmental regulations.

- r. Procedures concerning a Health Risk Assessment.
 - i. Grasshopper Care Home LLC can determine potential health hazards and implement appropriate exposure intervention tactics using health risk assessment methods.
 - ii. Grasshopper Care Home LLC will plan a health risk assessment of the participant's medical history which shall be carried out by trained health personnel.
 - iii. Grasshopper Care Home LLC must include an assessment plan to get appropriate medical records, interview participants and their caregivers, and conduct related physical exams and tests. This is needed.
 - iv. Grasshopper Care Home LLC will create assessment instruments and guidelines to guarantee the uniformity of the evaluation procedure.
 - v. Grasshopper Care Home LLC will develop tailored care plans and recommendations which aim to target detected health risks and foster the overall wellness of the participants. What was found during the investigation will determine this.
 - vi. Grasshopper Care Home LLC shall conduct the review of the health risk assessment periodically to update any changes in the participant's health status.

- s. Procedures for handling an emergency or a disaster.
 - i. Grasshopper Care Home LLC shall plan and implement effective emergency and disaster management procedures to ensure the safety and well-being of participants.
 - ii. Agency shall develop contingency plans for all relevant parties, which will cover a variety of emergencies and disasters.
 - iii. Grasshopper Care Home LLC should designate trained personnel for responding to emergencies and developing necessary procedures.
 - iv. Grasshopper Care Home LLC will ensure that the emergency contact information is easily accessible and available to all staff members.
 - v. Grasshopper Care Home LLC will educate the participants and the staff on emergency response procedures. This includes evacuation routes and assembly points.
 - vi. Grasshopper Care Home LLC must conduct regular exercises and simulations to scrutinize the emergency response process and locate areas for development.
 - vii. Grasshopper Care Home LLC, through coordination efforts during a widespread disaster has the responsibility of ensuring cooperation among local emergency services, community resources and adjacent organizations.

- t. Procedures for the management of a participant's funds.
 - i. Grasshopper Care Home LLC should establish a transparent and accountable system for managing client funds.
 - ii. Grasshopper Care Home LLC must follow all applicable laws, rules and regulations related to the processing of funds. This includes meeting financial control standards as well as fulfilling various reporting requirements.

- iii. Grasshopper Care Home LLC will assign tasks to designated employees and entities who will have the responsibility of maintaining participant funds and keeping accurate records
- iv. Grasshopper Care Home LLC must stabilize the money received from participants in a specialized account separate from business funds.
- v. Grasshopper Care Home LLC will obtain informed consent from the participant and provide fine details about how their funds will be utilized and the cost of services offered.
- vi. Grasshopper Care Home LLC will create proper procedures for ensuring participant fund utilization.
- vii. Grasshopper Care Home LLC must maintain documentation of financial transactions and records according to applicable record-keeping regulations. This includes receipts, invoices, and statements.

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