What You Need To Know… Residential Habilitation (RHS)

What is the HCBS Settings Rule?

- HCBS stands for Home and Community-Based Services

- The goal of the settings rule is to ensure you are (1) receiving services (2) have the chance to work (3) spend time with other individuals in your community (4) increase the quality of your services

Purpose of the Settings Rule?

- The purpose of the settings rule is to (1) maximize the opportunities for you to have access to the benefits of community living (2) to receive services in the most integrated settings including opportunities to (a) seek employment and work in the community (b) engage in the community (c) control your personal resources

What is the Focus of the Settings Rule?

- Your Daily life • Your Rights • Person-Centered Planning • Quality Services

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Participation

- Participation in C.A.R.S. services is voluntary.
- You are encouraged to work with your IST team to find what services best meets your needs.

Entry into Your Home / Bedroom

- You have the right to have a key / know the key code to your home.
- Staff are required to knock and wait for the door to be answered before they enter your home – except in cases of an emergency.
- Staff is required to knock and obtain permission before they enter your bedroom – except in cases of an emergency.

Visitors in Your Home

- You have the right to have visitors in your home.
    - You are encouraged to work with your team to determine appropriate visitor standards that meets your personal wants and needs
- You also have the right to refuse a visitor into your home.

House Responsibilities

- The Group Home is your House. Each resident in the house shares responsibility with keeping the house clean.
- Each resident is expected to keep their bedroom clean for safety purposes. Each resident will also be assigned household chores. Staff in your house is to assist you with these tasks – not do it for you.

Finances / Benefits

- C.A.R.S. will assist you in becoming as independent with your finances as possible
    - Making purchases - Paying bills
    - Budgeting skills - Bank account skills
    - Social Security / Medicare / Medicaid / Prescription Insurance / etc.
- You (or your guardian) can choose to allow C.A.R.S. to become your Social Security Representative Payee.

Disaster Drills / Evacuation to a Safe Location

- In order to be prepared for an emergency, you will be asked to participate in disaster drills within your home.
- Drills may include Fire and Tornado Drills.
- In the event of an extended emergency such as a power outage or structure damage, you may need to be relocated from your home to an appropriate alternative housing such as a motel.

Medical / Wellness Coordination Services

- C.A.R.S. will assist you with your medical needs as deemed appropriate.
- Assistance may include but is not limited to:
  - Nurse exams
  - Scheduling medical appointments
  - Taking you to your medical appointments
  - Advocating for your medical needs

Medications

- All C.A.R.S. employees who administer medication have successfully completed Core A/B training
- C.A.R.S. will assist you with your medication needs as deemed appropriate.
- Assistance may include but is not limited to:
  - Assisting you with ordering and picking up your medications
  - Keeping your medications secure
  - Advocating for your medication needs
  - Assisting with administering your medications
- You have the right to choose not to take your medication. If you choose not to take your medication:
  - Staff will remind you of side effects from missed medication.
  - Staff will notify your IST team
  - C.A.R.S. will report this to the State of Indiana

Tobacco Products

- Per C.A.R.S. Handbook – All C.A.R.S. Locations and agency vehicles are tobacco / smoke-free.
- Within your home - - you are encouraged to be respectful of your housemates that are non-smokers.
- While in the community - - you are encouraged to be respectful of non-smokers and always follow no-smoking signs within the community.

Cell Phones

- Within you home - - you are encouraged to be respectful of your housemates.
- While in the community - - you are encouraged to be respectful of others.
- Showing respect / following cell phone etiquette may include but is not limited to:
  - Turn cell phone to silent / vibrate – especially in the community at locations meant to be quiet such as library, museum, theatres, medical offices, etc.
  - Do not scream while talking on a cell phone – speak in a lower-than-normal voice
  - Do not use cell phone to take a picture/video of someone without their permission
  - Sexting is not permitted at C.A.R.S. and/or in the community

Electronic Devices

- Electronic devices may include but is not limited to:
  - Tablet / Laptop - Music Playing Device
  - Handheld Gaming Device - Gaming Device
- Within you home - - you are encouraged to be respectful of your housemates.
- While in the community - - you are encouraged to be respectful of others.
- Showing respect / following cell phone etiquette may include but is not limited to:
  - Turn electronic device to silent – especially in the community at locations meant to be quiet – library, museum, theatres, medical offices, etc.
  - Do not use electronic device to take a picture/video of someone without their permission
  - Do not scream, get upset or angry while using your electronic device

Disruptive Behavior

- Disruptive behavior can be defined as any behavior that negatively affects a person, group of people and/or an environment.
- Disruptive behavior may include but is not limited to:
  - Bullying, provoking, mocking and/or intimidating peers or staff members
  - Demonstrating physical and/or verbal aggression to self, peers or staff members
  - Swearing, screaming, name calling
  - Throwing objects, damaging property
- Since C.A.R.S. encourages individuals to respect everyone's "personal space" – you are encouraged to stay out of your housemate's bedrooms.

Borrowing / Lending

- You are encouraged not to borrow money or items from your housemates or staff.
- You are also encouraged not to lend money or items to your housemates or staff.
- Items may include but is not limited to:
  - Money / DVD / CD / Clothing / Jewelry / Personal items
  - Electronic devices (Cell phone / Tablets / Gaming devices / etc.)

Theft / Property Destruction

- You are encouraged to be respectful of property, food and/or beverages that belongs to others while in your home and/or in the community.
- If you take an item that does not belong to you – you will be asked to return the item to the owner.
- If you take, damage, eat and/or drink an item that does not belong to you – you may be asked to replace the item using your own money.
- If the item(s) you take or damage is valuable (while in your home and/or within the community) police may have to be involved.