

Domain/Tasks	Knowledge and Skills <u>most</u> needed to perform task	Core expectations for entry level across lines of service (what the person should be able to know and do)	What is different across lines of Service? How would training content, test questions, and testing emphasis differ?
DOMAIN 40 - Environment		Core	HCBS line of service
<p>40.01 Ensure that physical environment policies and practices comply with applicable federal, state, and local laws, rules, and regulations.</p>	<p>K01 Federal, state and local standards, codes and regulations for building, equipment, maintenance, and grounds</p> <p>K03 HIPAA compliance</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>K10 Compliance matters related to provision of contracted services</p> <p>K11 Infection control and sanitation regulations/standards of practice</p> <p>K13 Handling and disposal of potentially hazardous materials</p> <p>S09 Negotiating, collaborating, and resolving disputes</p> <p>S10 Problem solving</p> <p>S11 Analyzing and interpreting information/data</p> <p>S14 Assessing and recognizing safety concerns and needs</p> <p>S16 Writing and evaluating policies and procedures</p>	<p>Able to create policies and procedures that follow federal and states laws rules and regulations.</p> <p>Makes sure contracts meet regulatory requirements</p> <p>Makes sure hazardous material is handled properly</p>	<p>Policies regarding environment will differ based on the type of service provided (i.e., if it is home based, or provided in facility) such as OSHA compliance, and local/state/federal LSC regulations.</p> <p>The maintenance of building and grounds would not apply if the services were strictly provided for in the client home.</p> <p>Contracted services would not apply if services were strictly provided in a home setting.</p> <p>HCBS would need to adhere to environmental laws, rules, and regulations in any physical space where they operate (agency office).</p> <p>Life Safety standards helpful for any provider to be able to identify potential problems in a home setting.</p>
<p>40.02 Ensure the planning, development, implementation, monitoring, and evaluation of a safe and secure environment.</p>	<p>K01 Federal, state and local standards, codes and regulations for building, equipment, maintenance, and grounds</p> <p>K06 Safety and security procedures</p> <p>K07 Physical plant security principles</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>K10 Compliance matters related to provision of contracted services</p> <p>S10 Problem solving</p> <p>S11 Analyzing and interpreting information/data</p> <p>S14 Assessing and recognizing safety concerns and needs</p> <p>S17 Developing and evaluating systems</p>	<p>Has policies and procedures in place that ensure the physical plant, systems, equipment, and resources are properly used and appropriate.</p> <p>Able to understand, promote, direct, and require supervision to maintain all equipment and resources.</p>	<p>For HCBS that have physical buildings: all would apply.</p> <p>In a home setting, much of this wouldn't apply.</p> <p>The focus would be environmental safety issues in the home, related to city ordinance codes.</p>
<p>40.03 Ensure the planning, development, implementation, monitoring, and evaluation of infection control and sanitation.</p>	<p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>K11 Infection control and sanitation regulations/standards of practice</p> <p>K12 Pest control programs</p> <p>K13 Handling and disposal of potentially hazardous materials</p> <p>S10 Problem solving</p> <p>S14 Assessing and recognizing safety concerns and needs</p> <p>S16 Writing and evaluating policies and procedures</p> <p>S17 Developing and evaluating systems</p>	<p>Has policies and procedures in place to effectively assure that infection control and sanitation are properly planned, implemented, and validated.</p> <p>Policies and procedures include, but are not limited to, training of personnel, assuring proper supplies and resources are available and effective communication through the facility/operation/agency of reporting violations and areas of concern.</p>	<p>It is helpful to have a basic knowledge of infection control and sanitation to be able to identify potential problems in a home setting.</p> <p>The administrator has responsibilities in this the provision of care in home settings, beyond the physical building-i.e. therapists must wash hands, wear gloves, use sterile equipment, etc. this is especially true as they are traveling house to house.</p> <p>For Hospice: CFR 418.60 (a-e)</p>
	<p>K04 Community resources, programs and agencies available to meet the care recipients' home needs</p> <p>K06 Safety and security procedures</p>	<p>Has specific policies and procedures in place to assure that an effective Disaster Preparedness Program is in place regardless of LOS, The degree to which they need delineation is within the LOS.</p>	<p>HCBS would need to maintain a disaster plan for their agency office and plan for how they will handle interruption in services to their clients, should a disaster prevent them from providing services.</p>

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<p>40.04 Ensure the planning, development, implementation, monitoring, and evaluation of emergency and disaster preparedness program, including linkage to outside emergency agencies.</p>	<p>K07 Physical plant security principles</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>K10 Compliance matters related to provision of contracted services</p> <p>K14 Disaster and emergency planning, preparedness, and recovery</p> <p>K15 Community resources available in the event of emergency or disaster</p> <p>K16 The use, storage, and inspection of required emergency equipment</p> <p>S09 Negotiating, collaborating, and resolving disputes</p> <p>S13 Recognizing and ensuring care recipients' holistic needs are being met</p> <p>S14 Assessing and recognizing safety concerns and needs</p> <p>S15 Allocating and optimizing resources and programs</p> <p>S16 Writing and evaluating policies and procedures</p> <p>S17 Developing and evaluating systems</p>	<p>For all, the emergency preparedness plan includes regular training of staff related to fire drills, emergency shut off valves, fire evacuation routes, where to find flashlights, emergency and temporary power, emergency phone, etc.; and regular testing of emergency systems.</p> <p>Able to make agreements with outside vendors for equipment testing and maintenance, transportation in the event of an emergency, and transfer agreements with resources that can help provide care and service.</p>	
<p>40.05 Ensure the planning, development, implementation, monitoring, and evaluation of environmental services, housekeeping and laundry.</p>	<p>K06 Safety and security procedures</p> <p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>K17 Policies and procedures for housekeeping, maintenance, and laundry services</p> <p>S16 Writing and evaluating policies and procedures</p> <p>S17 Developing and evaluating systems</p>	<p>Able to ensure that policies and procedures are in place to provide a comprehensive plan that assures all environmental, housekeeping, and laundry services department meet and/or exceed all local, state, and federal requirements. Has policies and procedures that include infection control, proper temperatures and temperature logs, proper use of chemicals and products used per Safety Data Sheets (SDS), preventative maintenance, systems to validate compliance, etc.</p> <p>SDS manual with policy and procedure for updating when products are changed or added is essential for SNF and AL and core knowledge to HCBS as to customer and staff safety. Chemicals used to sanitize within any setting need to have policies and procedures for effective utilization within the minimum core knowledge required of all LOS.</p> <p>Required in SNF, best practices should be core knowledge in developing preventative maintenance programs for all LOS.</p>	<p>Housekeeping and laundry services would apply to HCBS if they are providing custodial services to clients in their homes, such as personal sitters, cleaners, etc.</p> <p>This LOS requires specific knowledge to individual household use and not community shared living settings in policy development.</p>
<p>40.06 Ensure the planning, development, implementation, monitoring, and evaluation of maintenance services for property, plant and all equipment, including preventative maintenance.</p>	<p>K06 Safety and security procedures</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT</p> <p>S15 Allocating and optimizing resources and programs</p> <p>S17 Developing and evaluating systems</p>	<p>Able to ensure that policies and procedures are in place to provide a comprehensive plan that assures all maintenance services meet and/or exceed all local, state, and federal requirements.</p> <p>Comprehensive plan includes infection control, proper temperatures and temperature logs, proper use of chemicals and products used per SDS, preventative maintenance, systems to validate compliance, etc.</p> <p>Has specific policies and procedures in place to assure that effective planning is in place regardless of LOS for the following items. The degree to which they need delineation is within the LOS.</p> <p>Preventative maintenance program</p> <p>Lock out tag out policies and procedures</p> <p>Temperature logs for freezers and refrigerators in use with policies and procedures to address out of range temps</p>	<p>Applies for those HCBS that have physical buildings</p>

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<p>40.07 Ensure the planning, development, implementation, monitoring, and evaluation of appropriate HIPAA compliant technology infrastructure.</p>	<p>K03 HIPAA compliance</p> <p>K10 Compliance matters related to provision of contracted services</p> <p>K18 Technology infrastructure</p> <p>S11 Analyzing and interpreting information/data</p> <p>S21 Utilizing technology</p>	<p>Able to ensure that HIPAA compliance is assured by developing technology infrastructures, technology safeguards (i.e. backup systems, external data storage areas, preventative maintenance for computer hardware and software) and ongoing validation surveys.</p> <p>Has specific policies and procedures in place to assure that effective planning is in place regardless of LOS for the following items. The degree to which they need delineation is within the LOS.</p> <ul style="list-style-type: none"> • Corporate Compliance • HIPAA policies and procedures for personal health information and medical record storage, requests for access, etc. 	<p>HIPAA guidelines would apply, and the IT infrastructure would vary based on the type of HCBS provided. Most is provided in a mobile environment.</p>
<p>40.08 Establish, maintain, and monitor a physical environment that provides clean, safe, and secure home-like surroundings for care recipients, staff, and visitors.</p>	<p>K02 Environmental principles that promote care recipient rights</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>S13 Recognizing and ensuring care recipients' holistic needs are being met</p> <p>S17 Developing and evaluating systems</p>	<p>Able to ensure that policies and procedures are in place to create a clean, home-like environment that supports the well-being and safety of all recipients.</p> <p>Creates a culture that promotes choice, comfort, and cleanliness.</p>	
<p>40.09 Identify opportunities to enhance the physical environment to meet changing market demands.</p>	<p>K02 Environmental principles that promote care recipient rights</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>S13 Recognizing and ensuring care recipients' holistic needs are being met</p> <p>S16 Writing and evaluating policies and procedures</p> <p>S17 Developing and evaluating systems</p>	<p>Able to regularly maintain the physical environment and to evaluate and monitor changing trends within the market/community to keep current.</p> <p>Can create a chart/schedule for the normal life of equipment and furnishings, using qualified professionals to assess the interior/exterior design, and developing annual and capital budgets to prepare for predicted capital spending.</p>	
<p>40.10 Establish, maintain, and monitor an environment that promotes choice, comfort, and dignity for care recipients.</p>	<p>K02 Environmental principles that promote care recipient rights</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>S13 Recognizing and ensuring care recipients' holistic needs are being met</p>	<p>Able to ensure that policies and procedures are in place to create a clean, home-like environment that supports the well-being and safety of all recipients. Creates a culture that promotes choice, comfort, and cleanliness.</p>	<p>Would apply to those HCBS that have physical buildings.</p> <p>Also in a home care setting, there is a responsibility on care providers to offer care in a manner that is dignified (i.e., protect their privacy from other housemates, within the environment/culture/processes of how your organization is run, offer choice of caregivers or preferences in schedules, etc.)</p>
<p>40.11 Assess care recipients' environment for safety, security, and accessibility and make recommendation for referral or modification.</p>	<p>K02 Environmental principles that promote care recipient rights</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>K08 Preventative and routine maintenance programs for buildings, grounds, and equipment</p> <p>S13 Recognizing and ensuring care recipients' holistic needs are being met</p> <p>S14 Assessing and recognizing safety concerns and needs</p>	<p>Able to ensure that each recipient's personal environment and accessibility is individually evaluated and accommodations are made to provide the most independent, comfortable, and safe environment possible.</p> <p>Adheres to ADA requirements</p>	