

POLICY: Environmental Requirements

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that a provider shall maintain a safe and secure living environment for individuals within its services.

DETAILED POLICY STATEMENT

Compliance of Environment to Individualized Support Plan

1. A Provider designated in the Individual's Individual Support Plan (ISP) as responsible for providing environmental and living arrangement support for the Individual shall ensure that an Individual's physical environment includes modifications and adaptations in compliance with the requirements of:
 - a. the Individual's ISP; and
 - b. this policy.
2. The Entity financially responsible for any and all modifications and adaptations to an Individual's residence that are necessary to comply with the Individual's ISP and this policy is:
 - a. the Individual's Residential Habilitation and Support Provider when the Provider owns, leases or rents the residence in which the Individual lives; or
 - b. the Adult Foster Care Provider, if the Individual resides in an adult foster care home; or
 - c. the Individual's parent or parents when the parent(s) purchases a home with the intent of providing a residence for the Individual.
3. In residential settings other than those identified in this section under 2., authorization of Environmental Modifications may be requested from DDRS.

Compliance of Environment with Building and Fire Codes

4. A Provider designated in an Individual's ISP as responsible for providing environmental and living arrangement support shall ensure that an Individual's living areas comply with the requirements of this section.
5. An Individual's living areas shall meet Indiana Code and local building ordinances for single family dwellings or multiple family dwellings as applicable.
6. An Individual's living areas shall meet Indiana Code and local ordinances on fire safety and fire prevention.

Safety and Security

1. A Provider designated in an Individual's ISP as responsible for providing environmental and living arrangement support for the Individual shall:
 - a. maintain specific written safety and security policies and procedures for an Individual in:
 - i. the Provider's office; and
 - ii. the Individual's home; and
 - b. train all owners, directors, officers, employees, contractors, subcontractors, or agents performing any management, administrative or direct service to an Individual on behalf of a Provider company in implementing the policies and procedures.
2. The policies and procedures prescribed by subsection (a) shall include at minimum the following:
 - a. Biohazard disposal.
 - b. When and how to notify law enforcement agencies in an emergency or crisis.
 - c. Scheduling and completion of evacuation drills.
 - d. Written policies and procedures that shall be followed in an emergency or crisis requiring extraordinary efforts to ensure health, safety and welfare such as:
 - i. tornado;
 - ii. fire;
 - iii. missing person;
 - iv. snow or other winter hazard;
 - v. flood;
 - vi. bomb threat;
 - vii. workplace violence;
 - viii. residential violence;
 - ix. a major natural disaster, such as a pandemic, which severely limits the Provider's ability to provide services.
3. In the event of a major natural disaster as described in 2.d. of this section, the Provider identified in this policy may provide notice to the Division of Disability and Rehabilitative Services to seek approval for suspension of obligations outlined in this policy pending cessation of the natural disaster.
4. A Provider designated in an Individual's ISP as responsible for providing environmental and living arrangement support shall provide training to:
 - a. the Provider's owners, directors, officers, employees, contractors, subcontractors, or agents performing any management, administrative or direct service to an Individual on behalf of a Provider company; and
 - b. the Individual, in the Individual's mode of communication; concerning procedures to be followed in an emergency or crisis.
5. The training prescribed above in 4. of this section shall include the following:
 - a. Evacuation procedures.
 - b. Responsibilities during drills.
 - c. The designated meeting place outside the site of service delivery in an emergency.
 - d. Emergency contact numbers.
 - e. All procedures as required in this policy.

6. If an Individual is physically or functionally unable to follow procedures for dealing with an emergency or crisis, the Environmental and living arrangement support Provider shall document in the Individual's personal information per the DDRS policies on Individual's Information-Site of Service Delivery and Individual's Personal Information-Provider:
 - a. that the Individual is unable to follow emergency or crisis procedures; and
 - b. the Provider's plan for support of the Individual in an emergency or crisis.

DEFINITIONS

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

"DDRS" means the division of disability and rehabilitative services as established by IC 12-9-1-1.

"Individualized Support Plan" or "ISP" means a plan that establishes supports and strategies, based upon the Person centered planning process, intended to accomplish the Individual's long term and short term outcomes by accommodating the financial and human resources offered to the Individual through paid Provider services, volunteer services, or both, as designed and agreed upon by the Individualized Support Team.

REFERENCES

IC 12-8-8-4

IC 12-9-2-3

IC 12-11-1.1

Individual's Personal Information-Provider's Office

Individual's Personal Information-Site of Service Delivery

Approved by: Shane Spotts, DDRS Deputy Director-

