

OUTLINE FOR MODEL RESIDENTIAL HANDBOOK

- I. Introduction- Residential agency can complete their own and add disclaimer of restrictions listed in IP and BP.
- II. Purpose & Mission Statement
- III. Basic Indicators:
 1. **Non-institutional**- location, near shopping centers, accessible to transportation, community resources, in an established residential area, access to healthcare, access to recreation, access to churches, access to restaurants
 2. **Community Integration**- Having the choice to access non-disabled, family and or staff relationship- access to generic community resources, activities structured or otherwise in the community at least 6 hours a day, retirement activities as desired and approved by DDA.
 3. **Provider of Choice**- Having the selection of services at the provider of choice
 4. **Rights**- All leaseholders have a right to create their own life opportunities:
 - a) Determine choice of employment, job development, and or leisure activities
 - b) Learn to cook and prepare their own meals
 - c) Budget their personal allowance
 - d) Select photos for their room
 - e) Decorate their room
 - f) Right to vote and attend jury duty
 - g) Have access to shopping
 - h) Have access to restaurants
 - i) Have access to Churches
 - j) Involvement in their healthcare and make decisions
 - k) Have access to transportation
 - l) Develop relationships with non-disabled peers
 - m) Be involved in their community
 5. **Advocacy**-All leaseholders have the opportunity to use their initiative, autonomy, and independence making life choices. All leaseholders over the age of 18 have a right to be registered and to vote.
 6. **Service Choice/Staff Selection**-All leaseholders have a right to be a part of their IP and make choices. All leaseholders have a right to participate in the selection of staff.

7. **Legal Rights-** Leaseholders' with intellectual and/or physical disabilities have the same basic legal, civil and human rights as other citizens. It is the policy of **NAME OF AGENCY** that all leaseholders' have the following **Basic Rights and Freedom:**

- a) Self-Determination: Each individual has the right to make his or her own decisions and choices in all aspects of his or her life.
- b) Freedom of Movement: Each individual has the right to move freely both inside and outside the residence.
- c) Freedom from Abuse: Each individual has the right to be free from physical, sexual, emotional and verbal abuse.
- d) Money Management: Each individual has the right to have full access to and control over his or her own money.
- e) Personal Possessions: Each individual has the right to have and use personal possessions.
- f) Privacy and Confidentiality: Each individual has the right to personal privacy, privacy in communications and confidentiality of personal records and information.
- g) Relationships and Sexuality: Each individual has the right to a range of relationships of his or her choosing. This extends to the right to express his or her own sexuality within the legal boundaries, agency policies and Individual Plan directives.
- h) Residency Agreements: Each individual (and his or her advocate, if applicable) has the right to be clearly and fully informed of the services and agreements being provided in the residence.
- i) Household Decisions: Each individual has the right to participate meaningfully in the decision-making of the household.
- j) Complaints: Each individual has the right to express personally or through an advocate his or her complaints without fear or retaliation, and to have them investigated and resolved quickly and fairly.
- k) Freedom of Religion: Each individual has the right to have or to adopt a religion or belief of his or her choice.

8. **Privacy:** _____ values and respects the privacy of all lease residents to the fullest extent possible. If full privacy is unattainable any such restriction will be fully documented in the individuals IP/BP; other consents such as cameras monitoring devices will be disclosed during the intake process.

All leaseholders will have full access to privacy regarding the following:

- a) Entrance door of bedroom, bathroom or living units which are lockable
- b) Documented access of key availability by a specific person designated by position or title
- c) Choosing of a roommate to share bedroom or changing of roommate
- d) Choosing to personalize room such as but not limited to paint, furnishings, wall hangings, window coverings
- e) Use of personal technology or communication device in privacy of own room or designated area the person deems private to him/her

- f) Access to all shared spaces

9. **Control of schedules & Food Access:** _____ will offer a variety of activities throughout the month. The leaseholder will select his/her choice of activities based on strengths, needs and preferences that are documented in the IP.

With respect to schedules, efforts will be made to provide input to all decisions for group activities for all those participating in such activities.

With respect to food access, all lease holders will have the opportunity to have choices of food, snacks and times to eat, etc.

10. **Visitation Rights:** Each leaseholder has the right to have visitors in the common areas of his/her home and in his/her private areas of the home. He/she has the right to privacy when entertaining a guest in his/her private areas.

If two leaseholders share a bedroom, those roommates must agree to a guest being entertained in that shared space. Rules of the room must be determined by those roommates.

The leaseholders who share a home will decide the rules for guests within the home such as:

- a) The hours that guests are welcome to visit
- b) The attire expected of guests when walking around the common areas of the home
- c) When guests may participate in household meals
- d) The frequency of visits that are acceptable to the household

11. **Physical Accessibility (in and to home):**

_____ homes are physically accessible to all leaseholders without any obstructions which allow full navigation throughout each area of the home. The homes will remain free of any barriers which may prevent access to entrance or exit when needed.

A leaseholder may not require specific physical accessibility supports at the time of signing the lease agreement; in the event the needs may change the provider will ensure the home is barrier free.

- a) Upon properly planned requests, staff supports will be provided with accessing amenities such as a pool or gym.
- b) Additional supports such as grab bars, seats in the bathroom, and ramps for wheelchairs, as well as viable exits for emergencies will be provided to ensure safety for each leaseholder.
- c) Physically accessible furniture can be provided when needed and as appropriate for each leaseholder.

- d) The homes are equipped with physically accessible laundry and kitchen facilities within the homes as appropriate.
- e) All household appliances are physically accessible for use for all leaseholders to address their needs.

12. **Changes based on Need:** _____ will provide refer leaseholder to assigned Coordinator of Community Service for guidance and changes in service and/or providers.

_____ will participate in the planning/discharge activities if deemed necessary.

_____ will provider leaseholder with resident handbook and/or relevant policies and procedures. This will be supplied annually or upon request.

13. **Grievance/Due Process:** _____ will provided an opportunity for the resolution of disputes or disagreements with any and all aspects of the indicators or requirements of the residential handbook or lease agreement.

- a) Upon acceptance into the residential services, a copy of the grievance/due process procedure will be given to each resident
- b) To the extent possible, attempts will made to resolve disagreements on an informal basis first
- c) _____ agency will work to assure that each person understands this right and the steps to exercise his/her rights
- d) When necessary, _____ will provide assistances in the exercise of this right