

# HCBS COMMUNITY OF PRACTICE



**SESSION TOPIC:** Empower Choices: Community Access, Scheduling, and Mapping for Meaningful Contribution

HCBS REQUIREMENT #1 AND #8

## Acknowledgements

Thank you to all who share a commitment to building a community where everyone can thrive.

This HCBS Community of Practice is made possible by funding from the Department of Developmental Services and the collaboration of the following organizations.



Explore Community of Practice resources at [helensandersonassociates.com/hcbs-community-of-practice/](https://helensandersonassociates.com/hcbs-community-of-practice/)

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# WELCOME TO YOUR HCBS COMMUNITY OF PRACTICE

## From Paper to Practice

We are thrilled to welcome you as a valued member of our Home and Community Based Services (HCBS) Community of Practice! Your presence brings diversity and strength to the community. We look forward to being on this collaborative journey with you.

The Community of Practice is a shared commitment to helping individuals lead the lives they desire, with the necessary support, right in their own communities. Together, we'll work together to share our learnings, celebrates successes, and tackles challenges related to the HCBS Final Rule and each requirement.

Throughout our time together, we'll explore various philosophies, develop essential skills, and discover practical tools to deepen our understanding of person-centered approaches aligned with HCBS quality standards. This workbook is a dynamic space for continuous learning and growth, and your insights will be a valuable addition to our collective knowledge.

This workbook will assist us on focuses on putting HCBS Requirement **#1: Access**

**to Community** and HCBS Requirement **#8: Creating Personal Schedules** into practice. Community mapping, presence to contribution, and creating your own schedule are empowering practices that bring positive changes to both communities and individuals. Community mapping involves visually showcasing a neighborhood's strengths, fostering collaboration, and aiding informed decision-making. On the other hand, creating your own schedule provides personal autonomy, goal alignment, and identifying support needed. Both practices contribute to a sense of agency, adaptability, and improved well-being, whether at the community or individual level.

Get ready for an engaging and enriching experience with a community dedicated to making a real difference in the lives of those we serve. Your commitment to this community is highly appreciated, and we look forward to learning, growing, and achieving great things together.

**Once again, welcome to the HCBS Community of Practice!**

# SELF REFLECTION

What does community mean to you?

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What different communities do you belong to?

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How does it feel when you are a contributing member within your community?



# HCBS QUALITY REQUIREMENT #1: ACCESS TO COMMUNITY

## What does Access to Community mean?

This means that people with disabilities have the same opportunity to be an active and included member of their neighborhood and community as someone without disabilities. People should have opportunities to:

- Find competitive employment working alongside people without disabilities.
- Participate in local activities.
- Have services provided in the community just like people without disabilities.

### How are you doing?

Does the provider support the person to spend time in places where other people living in your community go? (examples: stores, restaurants, bank, places of worship)

Yes  No

Does the provider support the person to do what they want in their community? (examples: go to a gym, visit the library, take a class)

Yes  No

Do individuals receive services in the same places as people without disabilities?

Yes  No

Does the provider support the person to do as much as they want in the community?

Yes  No

**If answered “no,” what changes could be made so that people have more chances to be part of the community?**

# COMMUNITY MAPPING

## What it does

Community mapping gives a graphic representation of what is happening in the community – places and people. It is a way to learn about the possible associations in your community.

## How it helps

It helps to discover what is unique about the community and common gathering places. It finds out what people do for fun, where people feel valued and welcomed. It identifies the various organizations and networks in your local community. It matches the person's interests, gifts and skills with what is present in the community.

### Tips



- Work with the person and those closest to the person to discover new places and possibilities. There is power in multiple perspectives when mapping.
- You can use google maps or other online services to discover new locations.
- Use Google My Map to tag places and insert notes once you have completed the community map. <https://www.google.com/maps/about/mymaps/>

## How to use it

Invite people to create a map that includes significant places and people. Gather information by talking to others, checking out newspapers, newsletters, and the internet.

Ask:

- What places don't require transportation?
- What places do require transportation?
- What are the major streets for shopping and entertainment?
- What are the public places (community centers) where people go?
- Where is the center of the community?
- What are favorite places to shop?
- What is unique to your community?
- Where are the informal places that people hang out?
- Who are helpful people and where can they be found?

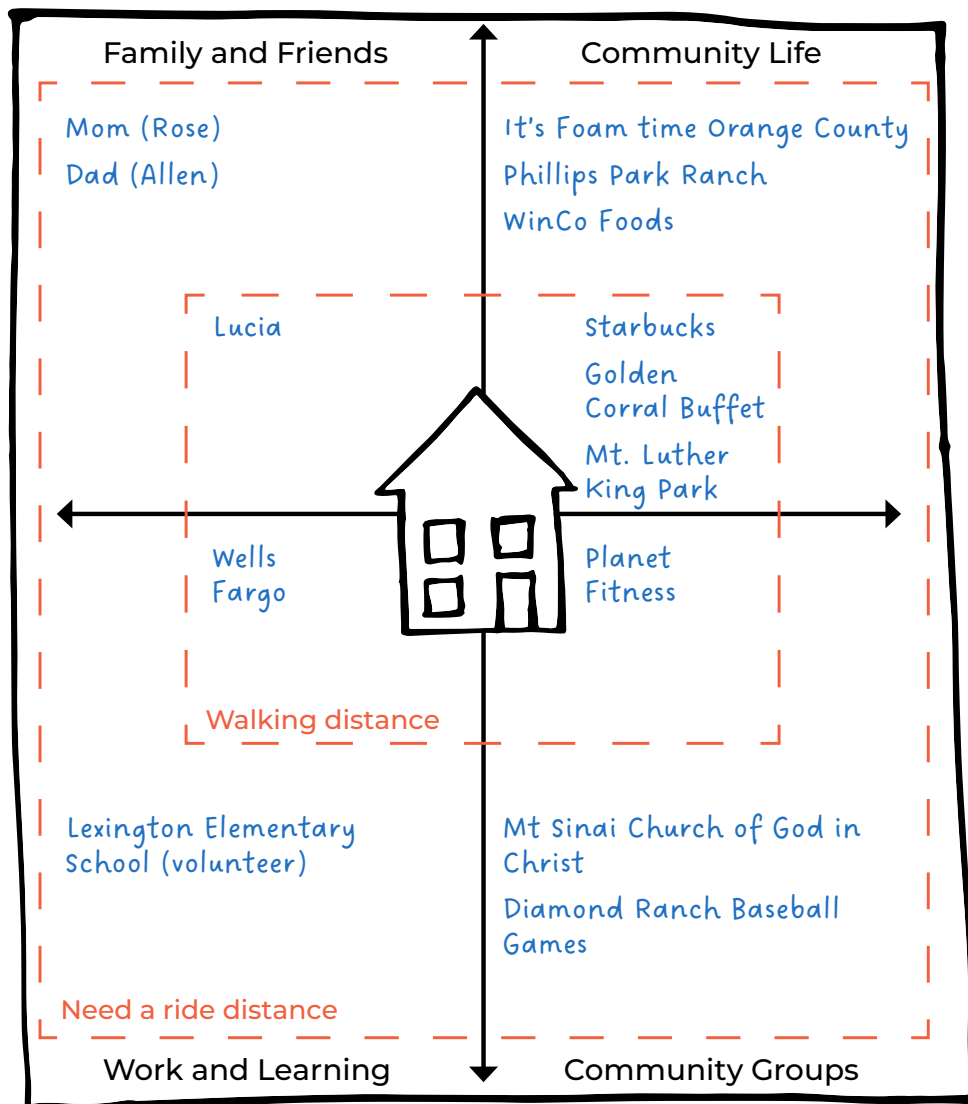
\*\* Please note some of these sites may not be HIPAA compliant, do not input a persons personal information.

# COMMUNITY MAPPING

## Jessica

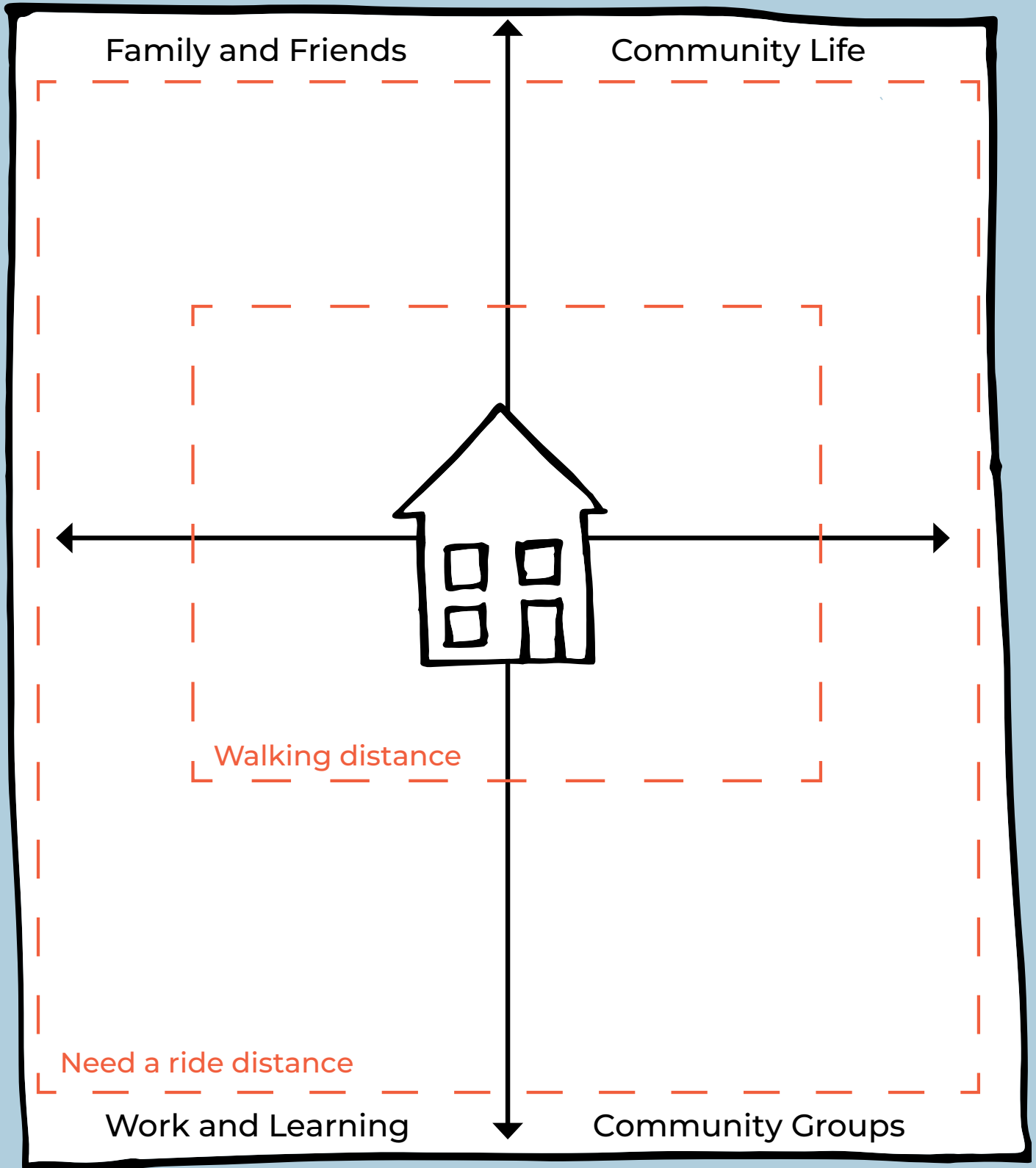
Jessica's family and support staff worked on helping her create her community map. By doing this they were able to identify things that were important to her in becoming a valued member of his community. The map captured people and places important to her, also identifying places Jessica wanted to go more frequently.

See Jessica's Google My Map here: [Click here for Jessica's Google My Map](#)





# COMMUNITY MAPPING



# MOVING TO ACTION

***Think about one person you support that may benefit from community mapping:***

What is important to the perso when accessing their community?

Where do they enjoy spending time?

How will you map their community? (I.e. use the template, google my map, walk/stroll the community, etc.)

Who might you involve when doing this? (Who are the people that know and care about the person?)

What support do you need to make this happen?

By when can you do this?

# PRESENCE TO CONTRIBUTION

## What it does

This is a way of having a conversation with someone your team supports, to find ways to enable the person to be part of their community.

It enables you to record what the person is interested in (or copy from their one-page profile), what it means to be present for an activity and what they could do to contribute to it more fully.

## How it helps

It provides a structure to think about what a person does on a day-to-day basis, so that we can see opportunities for them to make new connections, meet new people and contribute to the community.

## How to use it

Identify activities that the person is already involved in, or wishes to be. Decide where on the graphic 'from Presence to Contribution' this is currently located. Then work together to move the activity from present to presence, active participation to connecting, connecting to contribution.



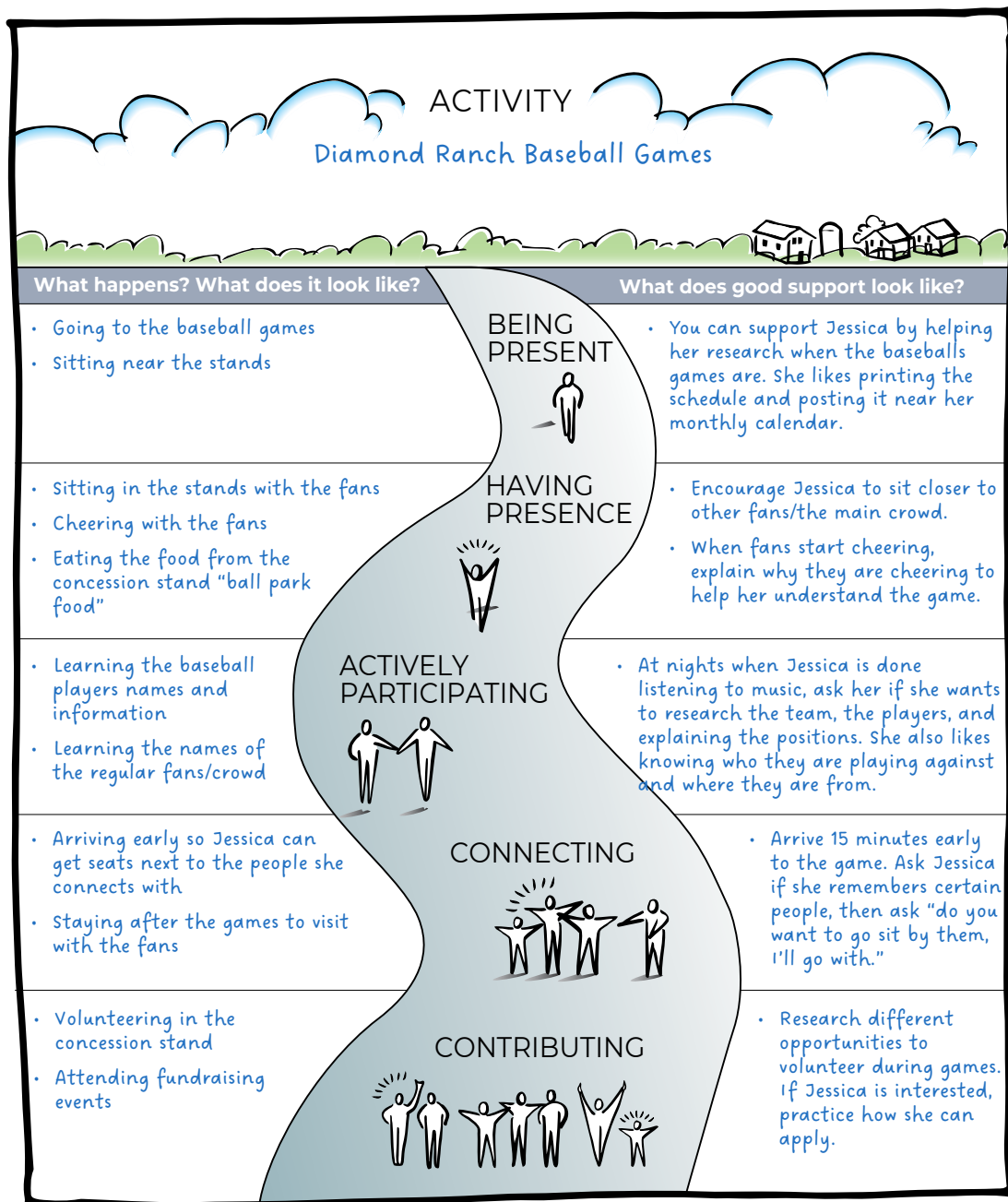
## Tips: Questions to ask



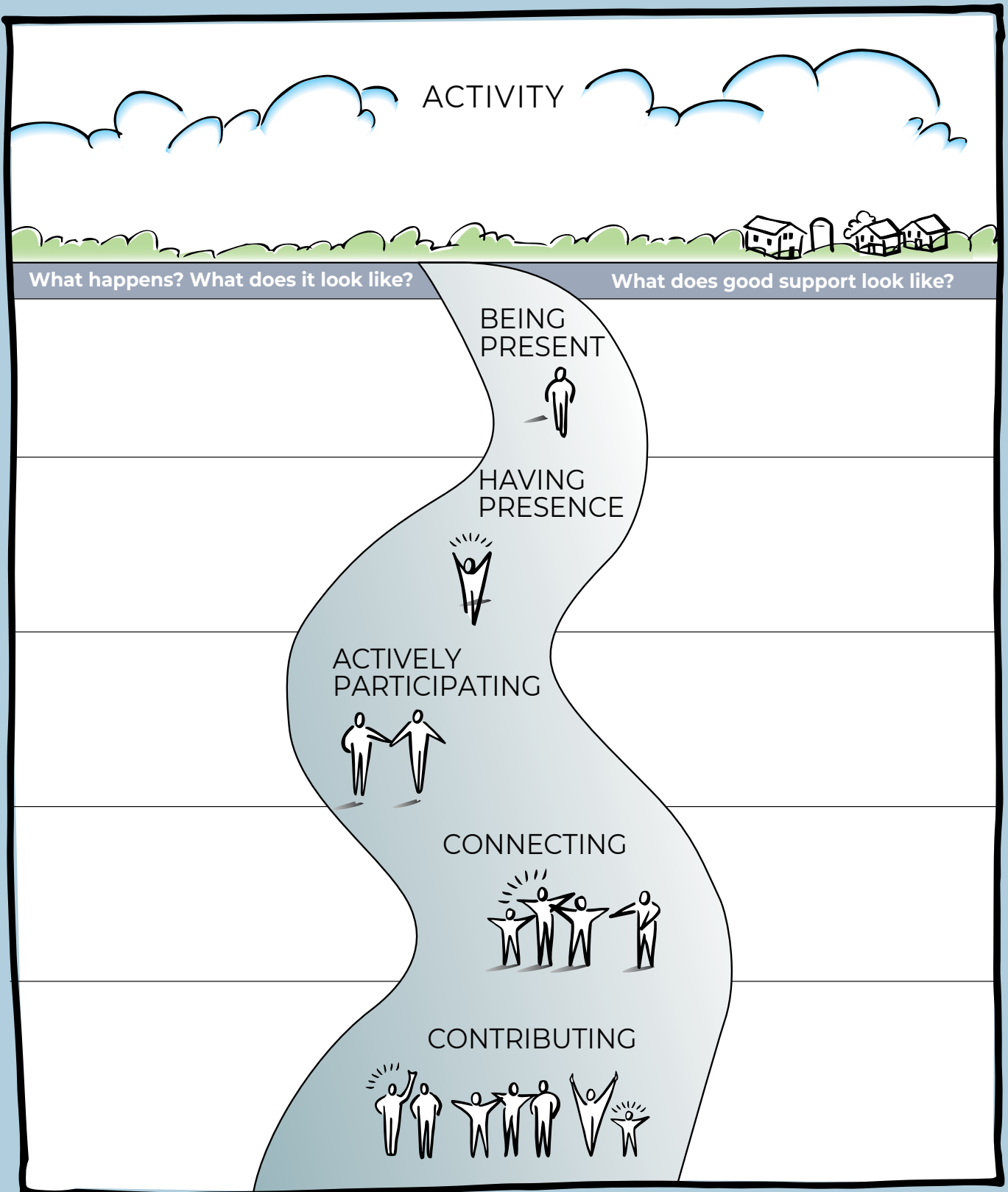
- Which activities can be regarded as vehicles for developing relationships?
- What might we see happening if the person is truly connecting?
- What might we see happening if the person is making a contribution of investing in community?

# JESSICA

During community mapping it was identified that Jessica really enjoyed going to the Diamond Ranch baseball games. She enjoys the energy, the crowd, and watching the players over the season. As Jessica continued to ask to go to more and more games, her family and her support staff decided to use the Presence to Contribution tool to look for ways that Jessica could become a valued member of Diamond Ranch Baseball Community!



# PRESENCE TO CONTRIBUTION



# HCBS QUALITY REQUIREMENT #8: CREATING PERSONAL SCHEDULES

## What does Creating Personal Schedules mean?

The setting enables people to have the freedom and support to control their own schedules and activities and have access to food at any time.

### How are you doing?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Do people have access to food at any time?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the home support people in creating their own daily schedules?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do people have full access to common areas in a home such as a kitchen, dining area, laundry, and comfortable seating in shared areas?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do people have access to public transportation, and where no public transportation is available, are other resources available to them by which to access the broader community to the same degree of access as individuals not receiving regional center services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If answered “no,” what changes could be made so that people control their own schedules, activities, and have access to food at any time.**



# PERFECT WEEK

## What it is

A perfect week describes a person's ideal week, which is both practical and possible within resources (e.g. personal strengths, assistive technology, friends, neighbors and family, community-based organizations, self-determination Individual Budget, and other eligibility-based supports)

It is a detailed description of how a person wants to live, not an unrealistic dream. It includes the important places, interests and people that matter to a person.

## How it helps

The perfect week can become the basis of a personalized schedule, and you can use the matching support process to think with the person about who they want to support them for each element of their perfect week.

## How to use it

Using the perfect week tool helps people to think about what they would like their life to look like, and can form the basis of an effective person-centered care and support plan. It can also be used to make sure that people are not overprotected or over supported and have choice and control wherever possible. This helps people to use paid and unpaid support in the most effective way, identifying what supports are wanted and needed on a daily and weekly basis.

## Tips or Ideas:



- You can create the perfect week in many different ways;
  - Cut out pictures from magazines
  - Velcro schedules so the person may change it when they feel necessary
  - Create a customized schedule on-line (powerpoint, canva, etc.)
- If the person does not use words to communicate, you may ask them to point to images to express what they want
- Enlist support, seek information from the people that know and care about the person most.
- A person's perfect week can change frequently. To make sure they are living the life they want, revisit their perfect week regularly.

# JESSICA'S PERFECT WEEK

Jessica is a young woman embracing her newfound independence in a three-bedroom home, after moving out of her parents house. To best support Jessica living in a new home, it is important to her that she maintains connections with family and friends, stays active, and embraces the outdoors as often as possible. As an early riser, Jessica starts her day by connecting with roommates and staff during breakfast, followed by a refreshing walk in Martin Luther King Memorial Park. On Tuesday and Thursdays, you'll find Jessica at Planet Fitness enjoying time in the pool and hot tub.

A significant part of Jessica's week involves volunteering at Lexington Elementary School, aiding students and Ms. Tammy with book-related tasks on Monday and Wednesday mornings from 9:00 am to 11:00 am. Jessica values this




contribution to students' success and requests that staff not be present during her time at Lexington, only asking for a ride home on Wednesdays. Lucia, one of Jessica's best friends lives nearby and plans to visit her once a week. Jessica and Lucia always make it a point to play Pokemon Go at Philips Ranch Park at least once a week.

During weekends, Jessica immerses herself in the community by attending Diamond Ranch Baseball team events on Saturdays. Sundays are dedicated to family traditions, beginning with a 9:00 am mass and followed by a shared lunch at Golden Corral Buffet & Grill.

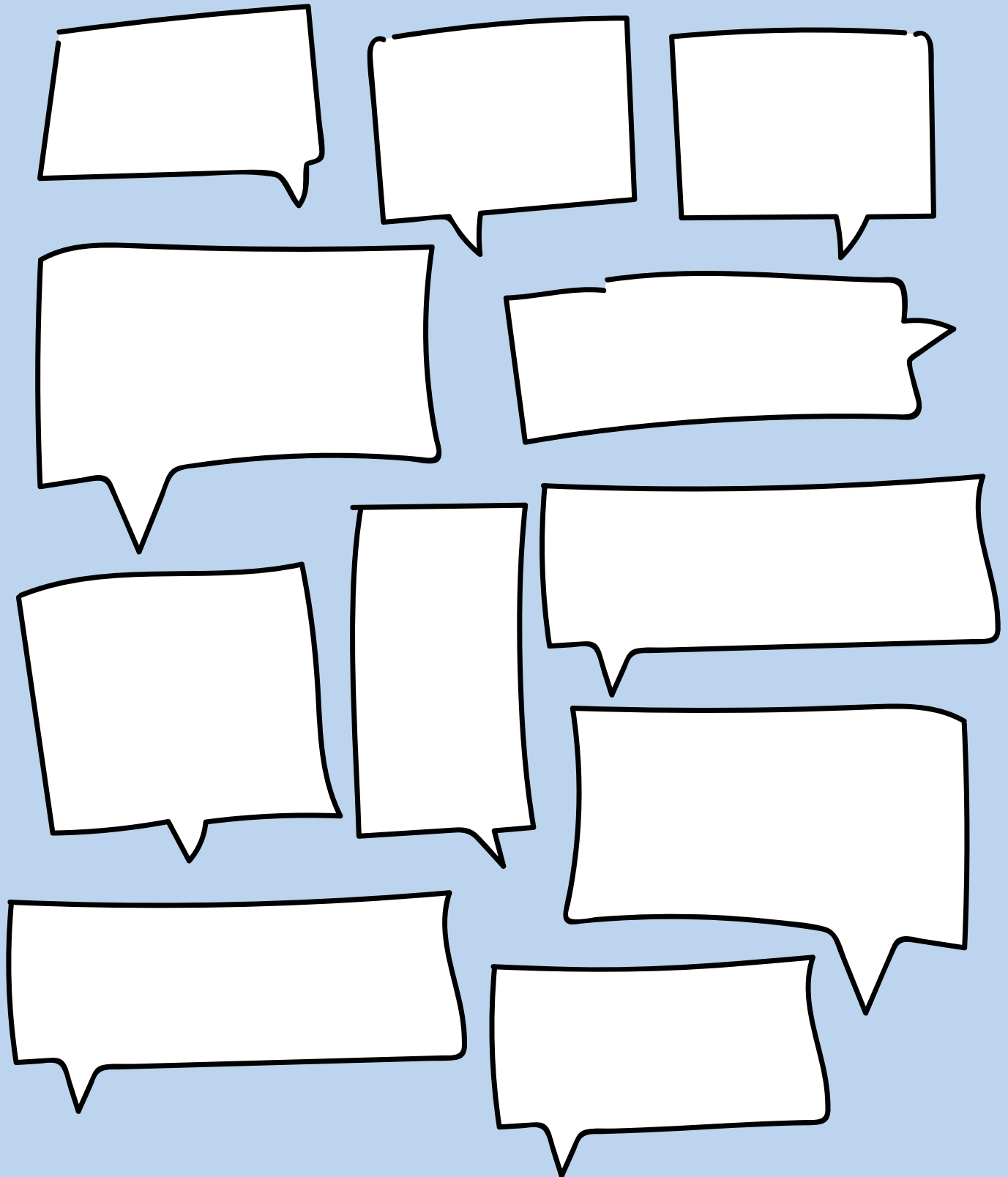
Considering Jessica's preferences and activities outlined above, create Jessica's perfect week. If available, you can also use Jessica's community map to assist - [Click here for Jessica's Google My Map](#)



# PERFECT WEEK

	 Mornings	 Afternoons	Evenings 
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

# THINGS I WANT TO REMEMBER



# REFLECTIONS AND NEXT STEPS

What did you like about today's session?

What did you learn from today's session that will be meaningful to you or others?

What will you try?

What questions do you want to explore in your next coaching circle?

