



Policy Framework for Staff Training on HCBS Settings Requirements (Policy HCBS)

A strong policy should include:

1. Purpose

- Ensure all staff understand and comply with HCBS Final Settings Rule.
- Promote person-centered practices and community integration.

2. Scope

- Applies to all direct support professionals, supervisors, and administrative staff involved in HCBS delivery.

3. Training Requirements

- **Initial Training:** Upon hire, staff must complete HCBS settings training within 30 days. (RELIAS)
- **Annual Refresher:** Mandatory yearly update on HCBS regulations and best practices. (RELIAS)
- **Special Topics:** Additional modules on rights, autonomy, and dignity as needed.

4. Core Content Areas

- Overview of CMS HCBS Final Rule (2014, full implementation in 2023)
- Person-centered planning and service delivery
- Community integration and non-institutional settings
- Rights to privacy, dignity, and freedom from coercion
- Physical accessibility and choice in services

5. Documentation and Compliance

- Maintain training logs and certificates. (RELIAS)
- Supervisors conduct periodic audits and coaching sessions.