Suggested SADC Site Evaluation Tool
Summary of Changes Made
Version Release Date: July 2024

Introduction

The Suggested SADC Site Evaluation Tool has been updated and all changes are documented below.

- If a tab is not included in this document, no changes were made to that tab.
- Please note, language was clarified throughout the document to refer to a recipient of services as a "member".

Summary of Changes

Instructions Tab

- The website link updated for the user guide and video tutorial.

Cover Page

- Added Field: "Date of Last Annual Site Visit"

HCBS Final Rule

- The questions on the HCBS Final Rule tab have been reordered.
- Two questions added:
    - Question 20: Does the setting have enough staff to assist members, as needed?
    - Question 38: Do members have the right to be free from all harm or abuse, use of restraints (chemical and physical), seclusion, neglect, and coercion?

PCSP Template Review

Review items have been added, reordered and verbiage has been updated based on the PCSP Template for SADC/SADS provided to sites from DOH and the New York State Office for the Aging (NYSOFA). The updates are detailed below by section.

PCSP Completion Information

New section with three items and guidance for each item. The additions are:

- Person Completing PCSP
- Date of PCSP Completion
- Authorization Period End Date

SADC/SADS Participant Information

The Member Information section heading has been updated to SADC/SADS Participant Information. Additional items for review are:

- Participant's Living Arrangements
- Email

- Gender
- Gender Identity
- Secondary/Back-Up Care Manager Contact Information

Additionally, two items have been reworded for clarity:

- Method of Transportation to/from SADC/SADS was previously named SADC Attendance Coordination.
- Emergency Contact Information was previously two items for Legal Representative / Guardian Contact Information and Emergency Contact Information.

Participant's Health Information

- New section, previously health information was in the Risk Management section.
- Medications has been added.
- Two areas have been updated:
    - Capacity for Independence was previously titled Competency Level.
    - Functional Assessment/Staff Intervention was previously titled Modifications and/or Needs for Assistive Devices.

Risk Management and Safeguards

- The Risk Management section built out to:
    - Risks
    - Triggers
    - Known Responses
    - Measures in Place
    - Safeguards

Preferences and Strengths/Needs

- The Member Preferences and Community Integration sections have been reorganized into two sections, the Preferences and Strengths/Needs and Goals and Activities.
- Two areas have been updated:
    - Preferences was previously titled Likes and Dislikes.
    - Strengths and Needs was previously titled Strengths and Weaknesses.

Goals and Activities

The Goals and Activities Section has two additional items for review:

- SADC Activity Supports
- Work/Volunteer Interest

Modification to Participant Rights

- Additional section to document any modifications to participant rights.
- It is broken down into two sections:
    - Rights under the HCBS Final Rule.
    - Any Other Participant Rights

PCSP Acknowledgement Section

This section has been refined to include only:

- An acknowledgement of the Person Centered Planning Process

- Member's or Legal Representative's Signature
- Signature Date