

# Suggested SADC Site Evaluation Tool

Summary of Changes Made  
Version Release Date: 7/1/2024

## 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 19: Does the setting have enough staff to assist members, as needed?
  - Question 35: 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

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