

## PA Chapter 6500 Regulations Training Guide

### Home and Environment Requirements

#### General Environment

- **Ventilation (6500.65):** All living areas, bedrooms, kitchens, and bathrooms must have either operable windows or mechanical ventilation.
- **Lighting (6500.66):** Adequate lighting is required in all
  - areas.
- **Surfaces (6500.67):** Floors, walls, and ceilings must be cleanable and in good repair.
- **Running Water (6500.68):** Hot (between 100 and not exceeding 120 degrees) and cold running water must be available.
- **Indoor Temperature (6500.69):** Must be maintained between 65°F and 85°F. No less than 55 during sleeping hours.
- **Telephone Access (6500.70):** A working telephone must be available.
- **Emergency Numbers (6500.71):** Posted near the phone.

#### Safety Features

- **Handrails (6500.73):** Required on stairways for more than 2 steps.
- **Nonskid Surfaces (6500.74):** Must be present in bathtubs and showers.
- **Landings (6500.75):** Required at the top and bottom of stairways.
- **Screens (6500.72):** Windows and doors must have screens to prevent insect entry.

#### Living Spaces

- **Bedrooms (6500.79):** Must be private, with adequate space and furnishings. Include a window with covering, dresser, light, wardrobe/closet to hang clothes.
- **Bathrooms (6500.80):** Must be clean, functional, and accessible. Soap and paper towels available for use.
- **Kitchens (6500.81):** Must be sanitary and equipped for meal preparation.
- **Laundry (6500.82):** Facilities must be available and safe.
- **Furniture (6500.76):** Must be safe, sturdy, and appropriate for the individual.

- **First Aid Materials (6500.77):** Must be readily available including bandages, gauze, medical tape, scissors, tweezers, antiseptic wipes, and antibiotic ointment.
  - **Exterior Conditions (6500.78):** Grounds must be safe and well-maintained. No blocked exits or abundance of garbage/scrap.
  - **Swimming Pools (6500.83):** Must be fenced and supervised. Locked if individual cannot swim independently.
  - **Firearms (6500.84):** Must be stored securely and separately from ammunition.
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## **Provider Qualifications**

- **Age:** Must be at least 18 years old.
  - **Clearances:** Must pass Pennsylvania criminal background checks and child abuse clearances.
  - **Health:** Must be physically and emotionally capable of providing care.
  - **Training:**
    - Orientation before service begins.
    - Annual training in individual rights, abuse prevention, emergency procedures, person-centered planning, and a minimum of 24 hours annually.
    - Medication administration training
    - CPR / First Aid Training
    - Individual specific training based on needs
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## **Individual Support Responsibilities**

- **Daily Living:** Assist with hygiene, meals, transportation, and routines.
- **Health Care:**
  - Schedule and attend medical appointments.
  - Administer medications as prescribed.
  - Maintain health records including immunizations and medical history.

- **Community Inclusion:** Support participation in social, recreational, and community activities.
  - **Goal Support:** Help the individual work toward personal goals outlined in their Individual Support Plan (ISP).
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## Fire Safety Requirements

### Structural Safety

- **Unobstructed Exits (6500.101):** Stairways, halls, doorways, and exits must be clear at all times.
- **Flammable Materials (6500.102):** Must be stored safely and away from heat sources and food.

### Heating Equipment

- **Furnaces (6500.103):** Must be inspected annually (oil).
- **Portable Heaters (6500.104):** Prohibited.
- **Wood/Coal Stoves (6500.105):** Must be properly installed, vented, inspected annually.
- **Fireplaces (6500.106):** Must be safely maintained and used.

### Detection and Suppression

- **Smoke Detectors (6500.107):** Required on each floor and near sleeping areas; must be tested monthly.
- **Fire Extinguishers (6500.108):** Must be rated at least 2A-10BC and located in kitchens and on each floor including basements & attics.

### Preparedness

- **Fire Drills (6500.109):** Must be conducted quarterly, including one during sleeping hours. Records must include time, route, problems encountered, and smoke detector status. Unless individual safely and independently demonstrates evacuation for 4 consecutive drills, then can advance to 6 months drills per team assessment and agreement in fire safety plan.
- **Fire Safety Training (6500.110):** All household members must receive training annually.

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### **Documentation and Recordkeeping**

- **Daily Logs:** Record significant events, health updates, and behavioral observations.
- **Medication Logs:** Document administration, dosage, and any side effects.
- **Incident Reports:** Must be completed and submitted for any injury, behavioral crisis, or emergency.
- **ISP Implementation:** Track progress and participation in ISP goals.

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### **Monitoring and Oversight**

- **Agency Oversight:** Lifesharing providers are supervised by a licensed agency.
- **Home Visits:** Agencies conduct monthly home visits to ensure compliance.
- **Corrective Action:** Providers must comply with any corrective actions issued by the agency or state inspectors.

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### **Rights and Protections**

- **Respect and Dignity:** Individuals must be treated respectfully and have their preferences honored.
- **Freedom from Abuse:** Providers must report suspected abuse or neglect immediately.
- **Communication:** Individuals must be allowed to communicate freely and privately.
- **Decision-Making:** Individuals should be involved in decisions about their care and daily life.

Full outline of all PA Chapter 6500 regulations can be found at

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter6500/chap6500toc.html&d>

# ODP Mission & Everyday Lives: Values In ACTION!

## ODP Mission

The **Office of Developmental Programs (ODP)**, part of the Pennsylvania Department of Human Services, is committed to:

- Supporting Pennsylvanians with **intellectual and developmental disabilities** to live **Everyday Lives**.
- Promoting **independence, choice, and opportunity** through **flexible, innovative, and person-centered services**.
- Ensuring **accountability** for public resources while improving quality of life.

ODP's vision is to continuously improve a system of **accessible services and supports** that are:

- **Person-centered**
  - **Culturally competent**
  - **Inclusive**
  - **Responsive to individual needs**
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## Everyday Lives: Values in Action

This framework is built on two core beliefs:

1. **We value what is important to people with disabilities and their families—** opportunities, relationships, rights, responsibilities, and community membership.
  2. **People with disabilities have a right to an everyday life,** no different than that of other citizens.
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## What People with Disabilities Value

These **Values Statements** guide how services should be designed and delivered:

- **Control:** I make decisions about my life.
- **Choice:** I choose how I live, with support to explore options.
- **Freedom:** I have the same rights as others.

- **Stability:** Changes happen with my input and consent.
  - **Employment/Contribution:** I want to work or contribute meaningfully.
  - **Health & Safety:** Balanced with my preferences.
  - **Individuality:** I am respected for who I am.
  - **Connectedness:** I am a valued member of my community.
  - **Relationships:** I choose who is in my life.
  - **Responsibility:** I keep my commitments; others do too.
  - **Partnership:** My supporters walk with me on my journey.
  - **Communication:** I am heard and understood.
  - **Quality:** Services I choose are high-quality.
  - **Success:** I achieve goals I set.
  - **Advocacy:** I speak up for myself and am supported to be heard.
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### **What Families Value**

Families play a vital role in helping individuals achieve Everyday Lives. Their values include:

- **Choice & Control:** Families support personal decisions.
  - **Support Across Lifespan:** Families need resources and advocacy tools.
  - **Health & Safety:** Loved ones should be safe in all environments.
  - **Knowledge & Resources:** Families want to feel empowered.
  - **Simplicity & Flexibility:** Systems should be easy to navigate.
  - **Mentoring:** Peer support is essential.
  - **Quality & Stability:** Services should be consistent and effective.
  - **Communication & Collaboration:** Families must be included in planning.
  - **Respect & Trust:** Families deserve dignity and privacy.
  - **Innovation:** Creative solutions are welcomed.
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## **ISAC Recommendations – Values in Action**

The **Information Sharing and Advisory Committee (ISAC)** developed 14 recommendations to guide ODP policy and practice:

1. **Assure Effective Communication**  
Everyone must have a way to express themselves and be understood.
2. **Promote Self-Direction, Choice, and Control**  
Individuals should make decisions about all aspects of their lives.
3. **Increase Employment**  
Employment is central to adulthood and must be accessible to all.
4. **Support Families Throughout the Lifespan**  
Families need ongoing support, resources, and training.
5. **Promote Health, Wellness, and Safety**  
Support healthy lifestyles and protect individuals from harm.
6. **Support People with Complex Needs**  
Ensure access to medical and behavioral supports across the lifespan.
7. **Develop and Support Qualified Staff**  
Staff should be well-trained in values, ethics, and person-centered practices.
8. **Simplify the System**  
Make services easier to understand and access.
9. **Improve Quality**  
Continuously measure and improve outcomes.
10. **Expand Options for Community Living**  
Increase housing choices and support independent living.
11. **Increase Community Participation**  
Encourage involvement in community life and relationships.
12. **Provide Community Services to Everyone**  
Build capacity to serve all who need supports.
13. **Evaluate Future Innovations Based on Everyday Lives Principles**  
Ensure new models align with person-centered values.
14. **Promote Racial Equity**  
Ensure equal access and outcomes across racial groups.

The full Everyday Lives presentation can be viewed at [https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/everyday-lives/Everyday%20Lives%CB%90%20Values%20In%20Action%20\(c\\_241391\).pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/everyday-lives/Everyday%20Lives%CB%90%20Values%20In%20Action%20(c_241391).pdf)

# ISP Manual & Implementation: Specific to Lifesharing & Lifesharing Providers

## What Is Life Sharing?

Life Sharing is a provider agency-managed residential service where an individual with an intellectual disability and/or Autism lives in a private home with a **host family or life sharing provider**. This arrangement supports the individual's daily life, promotes autonomy, and fosters community integration.

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## Role of the Life Sharing Provider

Life Sharing providers are responsible for:

- **Delivering person-centered services** based on the individual's assessed physical, psychological, medical, and emotional needs.
  - **Supporting habilitation outcomes**, including:
    - Activities of daily living (ADLs)
    - Health and wellness
    - Medical and mental health care
    - Behavior support and crisis intervention
    - Participation in the ISP process
    - Communication and transportation
    - Relationship building and civic engagement
    - Personal interests and community activities
  - **Implementing risk management strategies**, including:
    - Identifying and reporting risks
    - Following incident management protocols
    - Providing nursing services as required by the ISP
  - **Coordinating with a Life Sharing Specialist**, who:
    - Oversees health and wellness
    - Monitors outcomes
    - Coordinates support and relief for the host family
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## Service Structure

- **Settings:** Must be a private home (not agency-owned/leased). Can be the home of the host family or the individual.
  - **Host Family/Life Sharing Provider:** Lives with the individual and shares daily life, providing support in the home and community.
  - **Service Delivery:** Up to 24 hours/day based on assessed need.
  - **Service Principles:** Promote lifelong learning, independence, inclusion, and meaningful participation.
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## Service Categories

- **Unlicensed** – Individuals require less than 30 hours of direct support/week
  - **Licensed** – Individuals require more than 30 hours of direct support/week
  - **Life Sharing Without Day:** Individual receives other services or support not provided by the lifesharing provider for less than 5 hours of a day.
  - **Life Sharing With Day:** Individual receives other services, unpaid support, or is independently engaged anywhere between 5 and 16 hours of a day.
  - **Non-billable Day:** Individual receives other services or support not provided by the lifesharing provider for more than 16 hours of a day.
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## Classifying Lifesharing Provider Supports

- **Direct support** involves hands-on, real-time interaction with the individual.
  - **Indirect support** refers to activities that assist or enable the delivery of services to an individual but **do not involve direct, face-to-face interaction** with the individual (example: scheduling appointments, phone conversations with individuals)
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## Service Limits

- Must be delivered in Pennsylvania (temporary travel allowed).
- Max of **4 unrelated individuals** living in a lifesharing home at any given time.
- Max of **2 individuals receiving Life Sharing** in the same home.
- **No foster care** services in same home as lifesharing services
- **Supplemental Habilitation** (staffing from the agency) may be added for emergencies or temporary needs.

## Individual Support Plan (ISP) - Overview

- The **Supports Coordinator (SC)** leads the ISP process, which is person-centered and guided by the **LifeCourse Framework, Positive Approaches, and Everyday Lives: Values in Action**.
- The goal is to help individuals envision and achieve a good life through meaningful planning and support.

### ◆ Life Sharing Provider's Role:

- Participates as a **key member of the ISP team**.
- Shares insights about the individual's daily life, preferences, strengths, and support needs.
- Helps identify **risks, health needs, and goals** based on lived experience with the individual.

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## ISP Preparation

- Begins at least **90 days before** the ISP end date.
- The SC gathers information on the individual's:
  - Development, communication, learning, strengths
  - Medical, emotional, and behavioral needs
  - Community participation, relationships, and risks

### ◆ Life Sharing Provider's Role:

- Contributes **observations of daily support needs** to the Lifesharing Specialist.
- Provides all **appointment summaries** and **medical updates** to the Lifesharing Specialist so they can complete the Health Risk Screening Tool (HRST).
- Shares **updates** on the individual's **progress, challenges, and any changes** in behavior or health with the Lifesharing Specialist.

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## ISP Team Composition

- Includes the individual, family/guardian, SC, service providers (lifesharing provider, lifesharing specialist, day program staff, job support staff, behavior support staff, etc) and others chosen by the individual.

◆ **Life Sharing Provider's Role:**

- Attends ISP meetings and participates in team discussion.
  - May be designated as a **primary contact** for emergencies or incidents.
  - Collaborates with the SC to ensure the ISP reflects the individual's current needs and preferences.
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**ISP Meeting and Development**

- Annual ISP meetings are ideally held **in person** with the SC physically present.
- The SC facilitates the meeting and ensures the individual leads the process as much as possible.

◆ **Life Sharing Provider's Role:**

- Shares **daily living insights**, including:
    - Health and wellness
    - Behavior support needs
    - Community involvement
    - Personal goals and interests
  - Helps develop **measurable outcomes** and **outcome actions** that align with the individual's vision for a good life.
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**Service Planning and Documentation**

- The ISP must document:
  - Type, frequency, and duration of services
  - Risk mitigation strategies
  - Back-up plans for service interruptions

◆ **Life Sharing Provider's Role:**

- Ensures that **service delivery aligns** with ISP **support needs** and **goals**
  - Provides **detailed, daily documentation** of service delivery in form of service note
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## **Risk and Health Management**

- The ISP includes strategies to address health and safety risks.

### ◆ **Life Sharing Provider's Role:**

- **Implements** health and safety **supports**.
- Facilitates **medical appointments & follow-up care**.
- Coordinates with the Life Sharing Specialist to ensure **continuity of care**.

The full ISP Manual can be found at the link below

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/forms-and-pubs-omap/individual-support-plan-manual-1-22-2025-comments-attachment-1-revised.pdf>