

## **Administrative Policies/Procedures**

- 1.0 It is the intent of OPTIONS Board of Directors, Steering Committee, and employees to comply with all rules and regulations as set forth by State of California Department of Developmental Services (DDS), the Regional Center System, laws of the State of California, local laws, and any other rules as may be applicable to the proper and safe functioning of OPTIONS Supported/Transitional Living Program.
- 2 Visits From Department of Developmental Services, Regional Center, other State Personnel, and/or OPTIONS Staff
  - 2.1 It is OPTIONS understanding that all clients served in its Supported/Transitional Living Program own or rent their own space; therefore, all visitation will be at the discretion of the client. OPTIONS does not have the right to approve nor deny any visit to the client except as stated in section 300.2.5.
  - 2.2 OPTIONS staff will provide Supported/Transitional Living clients with written or verbal notification before visiting any client at his/her home. It will be understood that the client has the right to decline the visit. An exception will be made when the ID Team deems the client to be at risk and when Community Support Specialists are scheduled to provide support services.
- 3 Licenses
  - 3.1 OPTIONS Supported/Transitional Living Program is a non-licensed service. At such time that licensing becomes a requirement of operation, OPTIONS will fully comply with the requirements and with all conditions of maintaining a license.
- 4 Identification of Clients
  - 4.1 Each Supported/Transitional Living Program client will be positively identified by a photograph in his/her client record. Photographs will be updated at each Annual ISP Review.
  - 4.2 The name of the client, the date the photo was taken, and the address of the residence in which the client resides will be written on the margin or

## PROGRAM POLICY - SUPPORTED/TRANSITIONAL LIVING

back of the photograph.

- 4.3 An Identification and Emergency Information Form will be kept in the client file and updated at each Annual ISP Review.
- 5 Employee Identification
  - 5.1 Personnel serving clients in public areas will carry business cards identifying them as OPTIONS employees.
- 6 Language/Communication Barriers
  - 6.1 OPTIONS Supported/Transitional Living Program is sensitive to language barriers of clients and employees. The Supported/Transitional Living Program will obtain interpreters or other translation resources when necessary to facilitate effective communication.
- 7 Notification of Governmental Agencies
  - 7.1 The Chief Executive Officer will notify each Supported/Transitional Living Program client's Regional Center or other designated representative via telephone immediately if there is intent to disrupt or discontinue services; or upon the threat of a walkout of a large number of employees, earthquake, fire, power outage or other damage to OPTIONS that threatens the safety or welfare of clients.
- 8 Client Rights and Responsibilities will be available to clients at all times. Client rights will be reviewed at least once annually with all clients.
- 9 Guardianship Responsibility
  - 9.1 No licensee, owner, administrator, employee or representative thereof will act as guardian or conservator of any client or client estate.
- 10 Communicable Disease (Employee and Client)
  - 10.1 Any employee or client known to have a communicable disease, or any employee or client exhibiting symptoms or signs of same will not be permitted to work or participate in the Supported/Transitional Living Program until such time as the employee or client submits a physician's certification that he/she is sufficiently free of disease to return to the program.

## PROGRAM POLICY - SUPPORTED/TRANSITIONAL LIVING

- 10.2 All employees and clients will be subject to mandatory tuberculosis screening by P.D. skin test at the time of employment/placement and at any other time when medically indicated.
- 10.3 All employees will receive a mandatory medical history and physical examination at the time of employment that shows them to be sufficiently free of communicable disease and/or other health condition that may create a hazard for the employee, fellow employees, clients or visitors, or would significantly affect fulfillment of job duties.
- 10.4 All clients must present a medical history and physical examination results at the time of placement that shows them to be sufficiently free of communicable disease and/or other health condition that may create a hazard for the client, other clients, or visitors, or would significantly affect ability to participate in program activities.
- 10.5 All employees and clients must provide documentation of immunizations for communicable diseases. Clients must also provide documentation of current tetanus vaccination.
- 11 The following information will be available in an area which is easily accessible to both clients and staff:
  - 11.1 Emergency phone numbers including: medical emergency, OPTIONS staff support, police, fire, ambulance, and third party representatives.
  - 11.2 OPTIONS Emergency plan
  - 11.3 Procedure for contacting On-Call staff and the OPTIONS RN Consultant
  - 11.4 Evacuation Plan
- 12 The following items will be maintained at each Supported/Transitional Living site at all times:
  - 12.1 Client Record file
  - 12.2 OPTIONS Policies and Procedures Manual
  - 12.3 First aid supplies
  - 12.4 Emergency supplies including, but not limited to, flashlights, candles,

## PROGRAM POLICY - SUPPORTED/TRANSITIONAL LIVING

- water, food, transistor radio, etc.
  - 12.5 Cleaning supplies appropriate to the site
  - 12.6 Fire detection devices
  - 12.7 Fire extinguisher
- 13 Supported/Transitional Living Program staff will contact the On-Call staff in the event of any emergency.

POLICY DATE: February 1996

REVISED: April 2004