SOCP
MEMORANDUMS
Policy, Action Request or Informational

As of 12/2010

Oregon Department of Human Services
State Operated Community Program

Independent. Healthy. Safe.

SOCP Memorandum(s) 2006 – 2010

Policy Memo (PM) = *high priority process immediately*   **Action Request (AR)** = *request action by a given date*
Information Memo (IM) = *general information, updates, alerts, training sessions – no required action / not policy related.*

In Progress: *Memorandums will be posted to the SOCP Web site listed by date.*

Issue date	Effective date	Type of memo	Subject	Author - Distribution
11/29/06	11/29/06	Contract related	Staff meal clarification	DB/Colleen Savage
10/23/07	10/23/07	Information Memo (IM)	HouseRules/Cleaning List	Laura Traeger
01/29/08	01/29/08	Policy Transmittal (PT)	ISP Standards/Expectations	Laura Traeger
03/20/08	03/20/08	Contract related	Overtime "Offer" Order	Laura Traeger
04/29/08	04/29/08	Information Memo (IM)	Fire Extinguisher Training	Brad Heath
08/22/08	08/22/08	Information Memo (IM)	IRs/MIRs Current Process	Laura Traeger
08/26/08	08/26/08	Policy Transmittal (PT)	$100 Purchase Authorization	Deanna Bathke
12/05/08	12/05/08	Information Memo (IM)	OIS Oversight Mnthly Practice	Brad Heath
12/22/08	12/22/08	Contract related	Employee Restroom Breaks	Deanna Bathke
02/20/09	02/20/09	Policy Transmittal (PT)	Criminal Hist Check	DHS Agency Wide
02/24/09	02/24/09	Policy Transmittal (PT)	State Veh. vs. Private Veh.	Deanna Bathke
04/01/09	04/01/09	Information Memo (IM)	OT Manual, Forms, Process	Deanna Bathke
05/22/09	05/22/09	UPDATE	IRs/MIRs Process UPDATE	Laura Traeger
07/14/09	07/14/09	Information Memo (IM)	Dressing for Work	Deanna Bathke
07/29/09	07/29/09	Policy Transmittal (PT)	Prone PPIs	Brad Heath
09/22/09	09/22/09	UPDATE	IRs/MIRs Process UPDATE	Laura Traeger
12/10/09	12/10/09	Information Memo (IM)	Training Record Timelines	Pat K, Q&A
12/18/09	12/18/09	Information Memo (IM)	SOCP Smoking Policy	Deanna Bathke
12/23/09	12/23/09	Action Needed (AR)	Annual Paperwork/Forms	Pat K, Q&A
01/21/10	01/21/10	Policy Transmittal (PT)	Sharps/No Drug Disposal	Linda Fiegi
01/22/10	01/22/10	Policy Transmittal (PT)	POLST/Limited Code	Laura Traeger
01/27/10	01/27/10		Abuse Reporting Chng.DRAFT	Deanna Bathke
02/12/10	02/12/10	Information Memo (IM)	Self-Assessments	Laura Traeger
02/26/10	02/26/10	Information Memo (IM)	Pets/Nghbrhd Animal Policy	Deanna Bathke
03/25/10	03/25/10	Information Memo (IM)	OIT Case_Required Actions	Deanna Bathke
03/26/10	03/26/10	Information Memo (IM)	Medication Training 85% req.	Brad Heath
04/01/10	04/01/10	Policy Transmittal (PT)	3.002 - Environmental needs	Laura Traeger
04/15/10	04/15/10	Policy Transmittal (PT)	911 Emerg Services UPDATE	Brad Heath
04/15/10	04/15/10	Information Memo (IM)	Core Comp Test Group	Deanna Bathke
05/18/10	05/18/10	Information Memo (IM)	Hep B Poster	TerriMillsap/DB
05/21/10	05/21/10	Information Memo (IM)	BVS1&2s Duties scope	Laura Traeger
05/27/10	05/27/10	UPDATE	ISP Standards/Expectations	Laura Traeger
06/11/10	06/11/10	Information Memo (IM)	Hep B Poster / MUST POST	Deanna Bathke
06/16/10	06/16/10	Policy Transmittal (PT)	Employee Found Sleeping	Deanna Bathke
06/21/10	08/01/10	Policy Transmittal (PT)	Client $$$ Shift Spending Log	Deanna Bathke
06/22/10	06/22/10	Information Memo (IM)	In-House Trning Duties UPDATE	Laura Traeger

07/22/10	07/22/10	Policy Transmittal (PT)	Red Ink Required MAR/DC.Orders	Brad Heath
07/27/10	08/01/10	Action Needed (AR)	Shift Spending Log reminder email	Aljets
08/12/10	09/01/10	Action Needed (AR)	Written Maglock Procedure/Contact	Deanna Bathke
09/29/10	09/29/10	Policy Transmittal (PT)	Mandatory Abuse Reporter Notice	Deanna Bathke
10/04/10	10/04/10	Informational Memo (IM)	4573mar Medication Admin Record	Elaine Stauffer
10/05/10	10/05/10	Informational Memo (IM)	R10 Guardianship, S14 Food Hand	Brad Heath
12/01/10	12/01/10	Policy Transmittal (PT)	2.007.01 Abuse Reporting/Secure.	Deanna Bathke
12/07/10	12/07/10	Policy Transmittal (PT)	2.009 Archive Color Folders	Elaine Stauffer
12/08/10	12/08/10	Informational Memo (IM)	Other Incurred Medical (OIM)	Deanna Bathke
12/15/10	12/15/10	Policy Transmittal (PT)	2.009 Archive Folders Procedure	Elaine Stauffer
12/15/10	12/15/10	Policy Transmittal (PT)	Emergency Reporting Procedure	Deanna Bathke

State Operated Community Program

SOCP Policy Memorandum

Topic:	Xxxxx xxxx xxxx	Issue date:	XX/XX/XX
Related policy:			

Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules,</u> <u>changes in existing policy or administrative rules,</u> **policy clarifications** and manual updates.

Applies to:
(check all that apply)

☐ All employees includes: ☐ Prog. Managers ☐ Site Managers
☐ Nurses ☐ BVS1s ☐ BVS2s
☐ Cent. Office staff ☐ Group home staff ☐ Trainers
☐ HR ☐ Other :

Implementation date: XX/XX/XXX

FROM: Deanna Bathke, SOCP Director
(Example: Brad Heath, Clinical Services Manager)
Get initials of author before sending – use RED envelope alert email.

SUBJECT:

Attachments:

If you have questions about this information, contact:

Contact(s):	Deanna Bathke	Brad Heath
Phone:	503 378-5952 ext. 241	503 378-5952 ext. 244
Email:	Deanna. Bathke@state.or.us	Brad.J.Heath@state.or.us

Policy Transmittals (PT) *- Policy transmittals should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or administrative rules, changes in existing policy or administrative rules, policy clarifications and manual updates.*

Information Memoranda (IM*) - Information Memoranda are used to disseminate general information such as client and/or provider notice alerts, conferences or training sessions that do not require a specific action or involve policy. IMs are generally a lower priority than Policy Transmittals or Action Requests.*

Action Requests (AR) *- Action Requests are used to request action by a given deadline. They are <u>time-sensitive</u> and should be read and processed or assigned upon receipt.*

File in: Reference Notebook:Memorandums by date

State Operated Community Program
SOCP Information Memorandum

Topic:		Issue date:	XX/XX/XXX
Related policy:			

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- ☐ HR

- ☐ Prog. Managers
- ☐ BVS1s
- ☐ Group home staff
- ☐ Other : _____

- ☐ Site Managers
- ☐ BVS2s
- ☐ Trainers

Implementation date: XX/XX/XXX

FROM:

(Example: Deanna Bathke, Director)
Get initials of author before sending – use RED envelope alert email.

SUBJECT:

Attachments:

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State Operated Community Program
SOCP Action Request Memo

Topic:		**Issue date:**	XX/XX/XXX
Related policy:			

Action Requests (AR) - Action Requests are used to request action **by a given deadline**. They are time-sensitive and should be read and processed or assigned upon receipt.

Applies to:
(check all that apply)

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- ☐ HR

- ☐ Prog. Managers
- ☐ BVS1s
- ☐ Group home staff
- ☐ Other : _____

- ☐ Site Managers
- ☐ BVS2s
- ☐ Trainers

Implementation date: XX/XX/XXX

FROM:

(Example: Deanna Bathke, Director)
Get initials of author before sending – use RED envelope alert email.

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