

## State Operated Community Program SOCP Information Memorandum

<b>Topic:</b>	<b>Core Comp R-10 Guardianship</b> <b>Core Comp S-14 Safe Handling of Food</b>	<b>Issue date:</b>	12/01/2010
<b>Related policy:</b>	2.004 Family Involvement, 2.010 Training and 3.005 Program Client's General Rights		
Information Memoranda(s) are used to <b>disseminate general information</b> 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 Memorandums or Action Requests.			

**Applies to:**

*(check all that apply)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> HR                   | <input type="checkbox"/> Prog. Managers               | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses    | <input checked="" type="checkbox"/> BVS1s             | <input checked="" type="checkbox"/> BVS2s         |
| <input type="checkbox"/> Central Office staff | <input checked="" type="checkbox"/> Direct care staff | <input type="checkbox"/> Trainers                 |

**FROM:** Brad Heath, Clinical Services Manager

**SUBJECT:** NEO Core Comp Folder and Mandatory Annual Forms packets

- **R-10** Describing the role of the legal guardian
- **S-14** Safe Food Handling

The attached information for “**R-10 Guardianship**” will be given to all staff as part of their **NEO CORE training** and contained in **SOCP Annual Mandatory Forms packets**, for Site Managers to review and coordinate staff signatures. This is by no means an exhaustive list of information pertaining to guardianship. Each case should be reviewed individually by the ISP team with consultation from the Clinical Services Manager.

In addition, “**S-14 Safe Food Handling**” information is presented by HR during **NEO CORE training** and contained in **annual packets**, for SMs to review and coordinate staff signatures.

**Attachments:**

- Core Comp Responsibilities cheat sheet
- R-10 Guardianship information
- S-14 Safe Food Handling information

**If you have questions about this information, contact:**

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



State Operated Community Program

### Four Steps of Food Safety

These are the basic steps for food preparation and handling. To prepare food safely whether it is hot or cold foods use the appropriate cooking and storage techniques. Be sure to use clean containers, label and date all contents before storing.

**1**

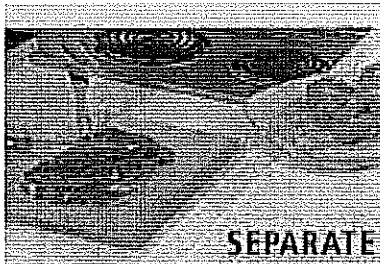
**Clean**



- Always wash hands, cutting boards, dishes and utensils
- Cutting boards, utensils, dishes, etc. must be in dishwasher or with 1:10 bleach solution rinse

**2**

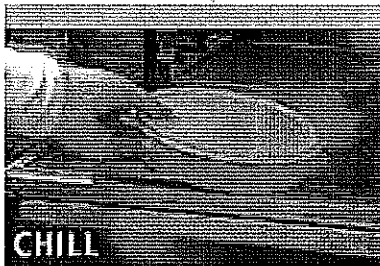
**Separate**



- Separate raw meat, poultry and seafood from other foods in grocery cart and refrigerator

**3**

**Chill**



- Put food immediately into refrigerator when done (don't wait for it to cool)

**4**

**Cook**



- Cook meat thoroughly – Never put cooked food on a plate that previously held raw meat, poultry or seafood

Review staff eating with individuals one meal per shift if working straight 8 hour shift if individual is eating.

*Print name*

*Employee signature*

*Date*

*Employee's signature indicates that the employee reviewed and received a copy of this document, and understands the contents.*

# Core Competencies

**Safety (14) Health (9) Rights (10) Values & Personal Regard (18) Mission (5)**

*The State Operated Community Program (SOCP) is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities that benefit the individual and the community.*

- *Cross over exists in the Core Competency Training. Some competencies are done at Central Office and in the house.*
- *Some competencies are done by more than 1 individual in the house see Duties list.*  
*Example: BVS1s are responsible for some ISP support documents as are the BVS2s, who also do protocols and the health list.*

## SAFETY 1 - 14

- |             |  |  |
|-------------|--|--|
| <b>S-1</b>  | Obtain First Aid and CPR certification. (AHA)  | AHA <input type="checkbox"/>                                 |
| <b>S-2</b>  | Locate emergency notification information including who is to be informed of an emergency, how, and in proper order.   | SM <input type="checkbox"/>                                  |
| <b>S-3</b>  | Follow posted emergency evacuation procedures.   | SM <input type="checkbox"/> BVS2 <input type="checkbox"/>    |
| <b>S-4</b>  | Demonstrate appropriate methods of support and non-physical intervention for individuals.  | BVS2 <input type="checkbox"/>                                |
| <b>S-5</b>  | Lift or transfer an individual or material using recognized safe body mechanics. ( <i>Lifting Safely Curriculum</i> ).   | BVS2 <input type="checkbox"/> OIS <input type="checkbox"/>   |
| <b>S-6</b>  | Complete documentation required for incident and accident reporting process. ( <i>NEO &amp; OIS</i> )  | OIS <input type="checkbox"/>                                 |
| <b>S-7</b>  | Use safe handling and storage techniques for chemicals and cleaners ( <i>NEO</i> ). <a href="http://www.coastwidelabs.com">www.coastwidelabs.com</a>   | BVS2 <input type="checkbox"/>                                |
| <b>S-8</b>  | Locate safety equipment. ( <i>Evacuation house maps</i> )<br><a href="http://www.dhs.state.or.us/spd/tools/dd/socp/safetynet.htm">http://www.dhs.state.or.us/spd/tools/dd/socp/safetynet.htm</a> | BVS2 <input type="checkbox"/>                                |
| <b>S-9</b>  | Safely operate any equipment used within the work environment.   | BVS2 <input type="checkbox"/> Nurse <input type="checkbox"/> |
| <b>S-10</b> | Recommend and make suggested modifications to environment as required for individual's safety.   | SM <input type="checkbox"/>                                  |
| <b>S-11</b> | Respond to emergency by acting to protect individuals and self from harm. ( <i>OIS</i> )   | OIS <input type="checkbox"/> BVS2 <input type="checkbox"/>   |
| <b>S-12</b> | Properly respond to emergency situation. (fire, explosion, accident, or other emergency, including evacuation of individuals) or drill to ensure safety of individuals and staff.                | BVS2 <input type="checkbox"/>                                |
| <b>S-13</b> | Identify and report potential safety hazards. ( <i>HRNEO Slide 43</i> )  | SM <input type="checkbox"/>                                  |
| <b>S-14</b> | Use safe handling procedures when handling, preparing & storing food <a href="http://www.foodsafety.gov">www.foodsafety.gov</a>  | HR <input type="checkbox"/>                                  |

## HEALTH 1 - 9

- H-1** Locate medical information for specific individuals. \*BVS2   
\* **When there is NO Nurse Client Relationship**
- H-2** Respond to specific medical & health concerns of individuals.(eg., diet, exercise, seizures, diabetes, g-tube, allergies.) \*BVS2   
\* **When there is NO Nurse Client Relationship**
- H-3** Provide personal care supports appropriate to needs of individuals (including use of adaptive equipment). BVS2
- H-4** Use appropriate procedures and protocols for blood / body fluids. (AHA) BVS2
- H-5** Use appropriate infection control techniques. (After Medication Administration Training) AHA  MedTRN.RN
- H-6** Demonstrate appropriate medication administration and documentation. (After Medication Administration Training) MedTRN.RN
- H-7** Identify situations that require immediate medical intervention. (After Medication Administration Training) BVS2
- H-8** Describe the desired therapeutic effects and locate information about possible side effects of medications being used by individuals. BVS2
- H-9** Identify symptoms of illness or injury for individuals being supported (e.g., dehydration, constipation, chronic or intermittent condition, seasonal allergies, etc.) BVS2

## RIGHTS 1 - 10

- R-1** Identify basic civil and human rights are held by all individuals regardless of ability. ( OIS) OIS
- R-2** Identify additional rights of people with developmental disabilities who receive service from ODDS. (OIS) OIS
- R-3** Identify examples of abuse, neglect; and state the mandated reporting requirements and process. (NEO) OIS
- R-4** Identify right of consumer confidentiality and state examples of violation of confidentiality. (NEO Slide 45) HR
- R-5** Locate organization's grievance procedure for individuals supported and for the organization's employees.(HR NEO.Slide 42) HR
- R-6** Identify actions defined as sexual harassment. (HR NEO- Slide 30) HR
- R-7** Protect the rights of the individuals supported. BVS2
- R-8** Respect confidentiality. (NEO Slide 45, 46) HR
- R-9** Act to prevent abuse, neglect, and exploitation of individuals. (Abuse Policy and Mandatory Abuse sign-off) BVS2   
HR NEO ½ day
- R-10** Describe the role of the legal guardian. (Annually & Memorandums review) Considerations are on a case-by-case basis contact Clinical Service Manager. SM

## VALUES and PERSONAL REGARD 1 – 18

- |             |  |  |
|-------------|--|--|
| <b>V-1</b>  | Locate personal information about individuals.   | BVS1 <input type="checkbox"/>  |
| <b>V-2</b>  | Demonstrate behavior that indicates respect and courteousness to individuals being supported. <i>(OIS)</i>                             | OIS <input type="checkbox"/>   |
| <b>V-3</b>  | Use people's first language in interactions w/staff and individuals. <i>(OIS)</i>  | OIS <input type="checkbox"/>   |
| <b>V-4</b>  | Describe the importance of providing choices to individuals with disabilities. <i>(OIS)</i>  | OIS <input type="checkbox"/>   |
| <b>V-5</b>  | Describe the importance of supporting independence for individuals. <i>(OIS)</i>   | OIS <input type="checkbox"/>   |
| <b>V-6</b>  | Describe the importance of supporting productivity for individuals. <i>(OIS)</i>   | OIS <input type="checkbox"/>   |
| <b>V-7</b>  | Describe the importance of supporting individuals in community activities. <i>(OIS)</i>  | OIS <input type="checkbox"/>   |
| <b>V-8</b>  | Use listening and confirmation skills that increase communication. <i>(OIS)</i>  | OIS <input type="checkbox"/>   |
| <b>V-9</b>  | Demonstrate behaviors that increase opportunities and individual's ability to make choices.  | BVS1 <input type="checkbox"/>  |
| <b>V-10</b> | Demonstrate behaviors that increase independence and functional skill levels of individuals.   | BVS1 <input type="checkbox"/>  |
| <b>V-11</b> | Demonstrate behaviors that increase productivity of individuals.   | BVS1 <input type="checkbox"/>  |
| <b>V-12</b> | Participate in activities and processes that support community integration for individuals.  | BVS1 <input type="checkbox"/>  |
| <b>V-13</b> | Describe the purpose and basic components of the ISP and staff role in its implementations. <i>(OIS overview – In-House specifics)</i> | OIS <input type="checkbox"/> BVS1 <input type="checkbox"/> BVS2 <input type="checkbox"/> |
| <b>V-14</b> | Follow the objectives and strategies set forth in the ISP. <i>(OIS overview – In-House specifics)</i>                                  | BVS1 <input type="checkbox"/> BVS2 <input type="checkbox"/> RN <input type="checkbox"/>  |
| <b>V-16</b> | Encourage the participation of individuals in preferred activities.  | BVS1 <input type="checkbox"/>  |
| <b>V-15</b> | Identify elements of the individualized planning.  | OIS <input type="checkbox"/> BVS1 <input type="checkbox"/> BVS2 <input type="checkbox"/> |
| <b>V-17</b> | Demonstrate effective communication skills and strategies with individuals being supported.  | BVS2 <input type="checkbox"/>  |
| <b>V-18</b> | Describe key information and events for individuals being supported.   | BVS1 <input type="checkbox"/> BVS2 <input type="checkbox"/>                              |

## MISSION 1 - 5

- |            |   |  |
|------------|---|--|
| <b>M-1</b> | Locate the mission and values statement of the organization.  | SM <input type="checkbox"/>  |
| <b>M-2</b> | Locate organization policy and procedure documents for behavior support management, incident reports, confidentiality, consumer rights, and medication administration.                            | BVS2 <input type="checkbox"/>  |
| <b>M-3</b> | Describe the mission and value statement of the organization.<br>Describe SOCP Weapons policy (Slide 36, 37)  | HR <input type="checkbox"/> Site Manager <input type="checkbox"/><br>HR <input type="checkbox"/> Site Manager <input type="checkbox"/> |
| <b>M-4</b> | Complete documentation according to agency policies & procedures.   | BVS1 <input type="checkbox"/> BVS2 <input type="checkbox"/>  |
| <b>M-5</b> | Locate site copy of applicable Oregon Administrative Rules(OARs).<br>SOCP Main Webpage: <a href="http://www.dhs.state.or.us/spd/tools/dd/socp/">http://www.dhs.state.or.us/spd/tools/dd/socp/</a> | SM <input type="checkbox"/>  |

## Mandatory Annual Forms packet\*

- |           |   |  |
|-----------|---|--|
| <b>1</b>  | Position Description DHS 0105 (08/07) *annually               | HR <input type="checkbox"/>  |
| <b>2</b>  | Universal Precautions DHS 4640 (10/09) *annually              | BVS2 <input type="checkbox"/>                                      |
| <b>3</b>  | Mandatory Abuse Adult/Child DHS 4624 A & C *annually          | HR <input type="checkbox"/> Site Manager* <input type="checkbox"/> |
| <b>4</b>  | Employee Property Tracking Record DHS 4559 (10/09) *annually  | (return to Central) SM <input type="checkbox"/>                    |
| <b>5</b>  | Driving Record Certification (02/10) *annually                | HR prehire <input type="checkbox"/> SM * <input type="checkbox"/>  |
| <b>6</b>  | SOCP Dress Guidelines (10/09) (HR NEO Slide 24) *annually     | HR <input type="checkbox"/> SM * <input type="checkbox"/>          |
| <b>7</b>  | SOCP Employ. Emergency Info. DHS 0121 (10/09) *annually       | (Keep in house) SM <input type="checkbox"/>                        |
| <b>8</b>  | SOCP Cell Phone Usage (10/09) (HR NEO Slide 39, 40) *annually | HR <input type="checkbox"/> SM * <input type="checkbox"/>          |
| <b>9</b>  | SOCP Code of Conduct (10/09) *annually                        | SM * <input type="checkbox"/>                                      |
| <b>10</b> | SOCP House Rules (09/09) *annually                            | SM * <input type="checkbox"/>                                      |
| <b>11</b> | SOCP Confidentiality 911/10)*annually                         | SM * <input type="checkbox"/>                                      |
| <b>12</b> | SOCP Role of Legal Guardian (10/10) *annually                 | SM * <input type="checkbox"/>                                      |
| <b>13</b> | SOCP Food Handling (10/10) *annually                          | SM * <input type="checkbox"/>                                      |

## Site Manager other duties / responsibilities cheat sheet items contained On the F2 In-House CC back page

- A** Overtime
- B** 911 Emergency Services Guideline (\*annually)
- C** Memo's/Alerts/Transmittals
- D** FMLA
- E** House Finances/Petty Cash
- F** On-call/Call-ins
- G** Shopping Groceries/Menus
- H** Core Values (also covered by HR Slide 22)
- I** Time Capture/Schedule
- J** Archiving
- K** Incident Reporting (4595, 4595A, 4595B, 4595C, 4595D)
- L** Agency policies/procedures
- M** Emergency Book
- N** Core Comps (DHS 4585)
- O** Client Finances
- P** SAIF / forms / Emp. Accd.
- Q** POLST policy (DHS 4672 – \*annually)

\***ANNUALLY** through filling out the “Mandatory Annual Packets” or an annual training.