

## State Operated Community Program SOCP Action Request Memo

<b>Topic:</b>	<b>SOCP 2012 Mandatory Forms</b>	<b>Issue date:</b>	12/30/11
<b>Related policy:</b>	2.007 Abuse, 2.010 Training, 5.009 Safety Training		
Action Requests (AR) - Action Requests are used to request action <b>by a given deadline</b> . They are time-sensitive and should be read and processed or assigned upon receipt.			

- Applies to:** (check all that apply)
- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers   | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses                  | <input checked="" type="checkbox"/> BVS1 & 2s        | <input checked="" type="checkbox"/> Trainers      |
| <input checked="" type="checkbox"/> Cent. Office staff      | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> HR            |
| <input type="checkbox"/> Other :                            |  | <input type="checkbox"/>                          |

**Due date:** 01/31/2012

**FROM:** Robert T. Clabby, SOCP Director  
Lois DeLong, HR Manager

**SUBJECT: SOCP Annual Mandatory Forms Packets – Signature required**

Annual Mandatory Forms Packet will be ready for pickup at Central Office **Friday, Dec. 30<sup>th</sup>**.

All SOCP employees (group homes and central office) are required each year to train/review and sign mandatory forms. Signed forms are due to Central Office by **Tuesday, January 31<sup>st</sup>, 2012**.

- Do not staple forms as they are distributed to various offices.
- Ensure all forms have been dated and signed by the employee, including the manager's signature when required. The forms will be return if signatures are not present.

HR required	Program required	
Universal Precautions	• Group Home Rules	• Hep B Post exposure guide
Driving Record (0225)	• Confidentiality Signoff	• HIPPA Privacy
Emp. Emerg. Information (0121)	• Role of Legal Guardian	• Emp. Restroom breaks
Licensing required	• Food Safety	• Emp. Found Sleeping
Mandatory Abuse (Adult)	• Emp. Assign. Property	• Emp. Smoking policy
Mandatory Abuse (Child)	• Emp. Code of Conduct	• THERAP
Emerg. Serv. Guidelines	• Personal Cell Phone use	• Weapons policy
Current Position Description	• Dress Guidelines	

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

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