

January
2010

Connections

Winter Edition

SOCP Mission

The State Operated Community Program an office of the Department of Human Services, Seniors and People with Disabilities Division. 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.

All Managers meet:

Jan. 19 – Anne's team
Feb. 16 – Faye's team
March 16 – Peggy's team

Inside:

- Furlough days
- NEW driving laws
- Emergency Books
- Rotations update
- Program updates
- Training schedule
- H1N1 vaccines
- Kudos

Celebrating 20 years Fairview to independent living

Attitudes have changed since the opening of the Fairview Training Center in 1908. The first 39 residents were from the State Hospital. It was a time when families were urged to institutionalize their children. Residents wore uniform clothing, slept in barracks-style bedrooms and rarely left the campus. The last resident left Fairview on February 24, 2000. Today attitudes have changed and people with disabilities live closer to home, closer to their families and experience stores, churches and recreational events, while living in a community setting.

In 1990, State Operated Community Program, began providing 24-hour care, supervision and critical supports to individuals with medical or behavioral needs. The program has adapted and changed with changing client profiles and stepped up to serve any individual that cannot be served by the state's privately run resources. To meet the needs of our clients and serve as the safety net to the community, SOCP continues to be flexible; closing homes with an open floor plans and opening homes with duplex model floor plans.

2009 marked a significant program change, with the first Kid Support Crisis Home (Discovery). SOCP currently, operates 30 Group homes, providing the supports necessary to maintain independent lives, promote social opportunities that benefit the clients and the community. Thank you for your part serving and providing for our clients in the past and in the years to come.

Homes at-a-glance

1990-1994 (Open 7 house)

1990: Russell, Adell
1991: Jody, McMinnville
1992: Eliot 1, 2, 3

1995-1999 (Open 21 house)

1995: Forsythia
1996: Cade, Willamina, Creswell and Oak
1998: 48th, 24th (545), 24th (555) and Madison
1999: Silverton, Veranda Ct., Gath, Macleay, Hawthorne, Linwood, Brooks, Wasco, Dalke, Mill St., Turner and River Rd.

2000-2004 (Open 6) (Close 2)

2000: Shoreline, Weirich, Ina, Milton and Tigar
2003: *Close Veranda Ct. and Mill St.*
2004: Hampden*

2005-2009 (Open 5) (Close 7)

2006: James St., *close Dalke*
2007: *Close 24th (545)*
2008: Charles St., *close 24th (555), and Wasco*
2009: Martha Ct., Discovery** and Halsey, *close Russell, Linwood and McMinnville*

*First Adult Crisis home

** First Kid Crisis home

SOCP Director: **Deanna Bathke**

Mark your calendars with the state mandated furlough days
 Friday, March 19th. will be the next **SOCP Central Office “Fixed Furlough Day”**

Observing the required **“Fixed Furlough Days”** which apply to: Office Specialist’s, Training Specialist 1 and 2’s, Behavior/Voc Specialists 1 and 2’s, Facility Maintenance Workers’, and the HR Office.

- March 19, 2010
- April 16, 2010
- June 18, 2010
- August 20, 2010
- September 17, 2010
- November 26, 2010
- March 18, 2011
- May 20, 2011

Please note the key points of administering the rules applied to furlough days:

Fixed Furlough Days:

1. On **“Fixed Furlough Days”**, the SOCP Central Office will be closed. Treat the day as you would a holiday.
2. On a **“fixed furlough day,”** you must do absolutely **no** job-related work outside your scheduled hours of work, unless an emergency occurs and your manager, with approval from me or my designee calls you in. This means no checking e-mail, voice mail, etc. on **any** electronic device outside scheduled hours of work and through the **entire weekend**. Disregarding this direction may result in disciplinary action, up to and including dismissal.
3. For the week of a **“fixed furlough”**, employees will not work more than 32 hours, unless approved by management.

Floating Furlough Days: SOCP Management, HTT’s, MHTT’s, LPN’s, RN’s, and RT’s

1. Because of the nature of your work, you are not subject to the office closure on the fixed furlough dates.
2. You must schedule and take your **floating furlough days** as directed in the Collective Bargaining Agreements or the “Cost Reduction Directive,” for management employees.
3. You must submit your Employee Furlough Election Form to your supervisor.
4. **On your furlough day**, you must do absolutely **no** job-related work outside your scheduled hours of work, unless an emergency occurs and your manager, with approval from me or my designee calls you in. This means no checking e-mail, voice mail, etc. on **any** electronic device outside scheduled work hours. Disregarding this direction may result in disciplinary action, up to and including dismissal.

If you have questions, contact the SOCP HR Office.

HR: SOCP January, February and March 1st Quarter Anniversaries

5 Years	10 Years	20 Years	25 Years
Tigisti Abai	Melissa Geertsen	Rebecca Dyal	Ronald Booth
Ladonna Arnold	Roy Satter	Ivan Eli	Debra Brown
Sandy Di Pasquale		Kaye Eli	Joyce Collins
Arturo Gonzalez		Mark Johnson	Allene Price
Ronald Pompey		Twylla Neal	Suzanne Smith
Candace Schulz		Lynn Tran Stump	Ethelyn Viltz
Carmen Velazquez			
Sonia Woolsey			

Business Office updates

The “Emergency Broadcasting” has announced an impending disaster . . . you have 3 hours to evacuate.



Are you ready?

All SOCP group homes have been working diligently with Elaine Stauffer to complete their homes’ personalized “Emergency Plan” binder. Each is complete with:

Section 1: Emergency Plan summary

Section 2: Communication plan / Chain of Command

Section 3: Client information

Section 4: Shelter in place plan

Section 5: Evacuation plans

Section 6: Emergency items (emergency kit information)

Section 7: Vocational agreement

Section 8: Additional resources



Each binder back cover contains a house specific evacuation route map with meeting place location.

Emergency Books/Boxes - Remember to:

- Mark your calendar for yearly review and updates.
- Update your plan with ***significant*** changes.
- Train employees yearly and new employees as they arrive.
- Keep your plan current.
- In an “emergency” work YOUR plan.

Lean process improvement continues

Our goal continues to be consistency and compliance with increased communication to staff with internet access.

- Form updates and consolidation, to remove redundancy and time savings.
- Improve accuracy, tracking and documentation consistency program wide.

Please do your part and remember to fill out the NEW tracking forms in 2010:

DHS 4665_ Vehicle Assignment form

DHS 4652_ \$100 and Over Purchase Request form

New in 2010, the central office support staff will be distributing and tracking the timeslip and IR (1-4) pads received by houses.

SOCP Job rotations

SOCP has been on the receiving and sending end of job rotations in the recent months/year. Some rotations are just beginning as other are coming to an end. Help us welcome returning employees and those assuming new roles.

Vicky Foster and Brandy McCoy return to SOCP January 4, followed by **Dora Huber** in March 2010.

Brian Patrick (Gath) continues his rotation with the SOCP Maintenance.

Thieu Nguyen (Brooks) completed his rotation with the SOCP Maintenance staff Oct. 17, 2009.

Chris Edwards continues her rotation with the SOCP Central Training.

Jennifer Cevallos is assisting Central Office support staff organizing the back log of archive files and boxes.

In the new year Hampden’s, **Sylvia Garcia** will return from her rotation at the Home Health Care Commission.

Deborah Jackman’s rotation, with SPD CIIS is extended until March 31.

Carmen Maple’s is at the SPD Community and In-Home Services until Aug. 31, 2010.

Debra Eades is with SPD/Licensing & Quality of Care under Marie Cervantes until June 13, 2010.

Doug Livingood is on rotation with Meg Killgoreathcart at SPD, Information Sys. and Prov. Payments until June 30, 2010.

Job rotations offer a valuable opportunity for agencies and individuals, to improve and build a foundation of continuous improvement.

For more information:

www.dhs.state.or.us/policy/admin/hr/060012_01.htm

Safety: SAIF house reviews

In recent months **Bill White**, SAIF ARM, SR. Safety Management Consultant, has met with the SOCP Safety Committee and visited our Adell, Brooks and Shoreline homes. Response was positive with the future focus on improving the SOCP Safety program and effectiveness of the Safety Committee. Bill will be assisting **Richard Martinez** with the implementation of a “zero lift” policy. He will also provide information for the appropriate lifts and slings for use with all individuals requiring lifting, transferring, and/or support.

Safety information, forms and meeting minutes are located on the SafetyNet Web page:

<http://www.dhs.state.or.us/spd/tools/dd/socp/safetynet.htm>

Safety First – in 2010

- Properly store and label all toxic materials
- Notify supervisor/HR promptly of motor vehicle violations*
- Maintain the NEW DHS 4653 “15 min Eye Wash Flush Record”
- Conduct and document unannounced evacuation drills
- Keep Evacuation Maps and Emergency Books updated with significant changes

NEW DRIVING LAWS went into effect January 1, 2010. The five new laws are aimed at making roads safer for travelers. These laws affect all employees at work and off duty.

‘Move Over’ law. This new law requires a motorist to move over to another lane if there is an emergency vehicle on the shoulder with its lights flashing. If you cannot move over safely (for example a big truck in the next lane or it’s a two-lane road) you are required to slow down.

- Emergency vehicles includes roadside assistance vehicles and tow trucks.
- Slow down means slowing down to at least 5 mph below the posted speed limit.

Cell Phone Use. The new law bans the use of mobile communication devices while driving unless you are using a hands-free device.

To read these bills in more detail: <http://www.oregon.gov/ODOT/COMM/mr09121709.shtml>

**SOCP employees are responsible for promptly reporting all traffic accidents, violations, and/or citations (excluding parking tickets) to their supervisor. Failure to report and/or list violations, driving with a suspended or otherwise invalid license may result in disciplinary action up to and including dismissal from state service.*

For quick reference bookmark the following into your “Favorites:”

Inclement Weather Q&A: http://www.dhs.state.or.us/spd/tools/dd/socp/faq_inclement_weather_closures.pdf

Inclement Weather Matrix:

http://www.dhs.state.or.us/spd/tools/dd/socp/inclement_weather_leave_matrix.pdf

Changes are coming to the Central Office Training Department

Bradley Heath, MA, will assume the supervisory role of Central Training and is making some changes beginning January 5, 2010. Three work out of class positions are being created to provide OIS oversight training to all of the SOCP group homes and provide backup training assistance to the Central Training Unit. **Nate Hamilton**, **Nathan Kennedy**, and **Kevin Reilly** will start in these positions on January 5th, please welcome them into your homes as they will be scheduling OIS oversight practice sessions through the Site Managers.

Oversight training on all 3 shifts will be provided to ensure all staff receive practice on OIS techniques and philosophy. To maintain certification, a participant must continue to demonstrate the principles of OIS, including Person-Centered thinking and Positive Behavior Supports, and must continue to develop his or her physical intervention skills by attending monthly ongoing practice sessions. Furthermore, a participant must adhere to the standards of

support and intervention contained in the curriculum including using reasonable response and least intrusive interventions, avoiding the use of aversive interventions, and treating the persons he or she supports with dignity and respect at all times. Staff safety is one of my priorities and as such, these oversight positions are an investment in staff safety. Having monthly OIS practice sessions helps staff keep their physical techniques sharp and should reduce injuries as a result of being unfamiliar with a technique. The oversight sessions are also a good time to talk about “special circumstances” with your oversight trainer such as ...

- Knowing that one of your clients always drops to the floor whenever staff place hands on -or-
- Knowing that one of your new clients always bites staff in the chest versus the arm -or-
- Knowing that one of your clients is too large for a one-person PPI.

*Clinical Service Manager: **Bradley Heath***

January – March mandatory core training schedule

Managers and staff are responsible for working together to schedule and re-schedule trainings based on the house needs. Site Managers and HR, will received a notification whenever a class is missed.

AHA		Antisocial		Autism		Borderline		Conflict Prevention		Med Refresher	
Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:
01/05	8-4:30	01/08	8-noon	01/14	8-noon	01/08	12:30-4:30	01/07	8-4:30	01/11	8-4:30
01/15	8-4:30	02/03	8-noon	01/28	8-noon	02/03	12:30-4:30	02/02	8-4:30	01/26	8-4:30
01/20	8-4:30	02/12	8-noon	02/11	8-noon	02/12	12:30-4:30	02/16	8-4:30	02/08	8-4:30
01/29	8-4:30	02/26	8-noon	02/25	8-noon	02/26	12:30-4:30	03/01	8-4:30	02/23	8-4:30
02/05	8-4:30	03/04	8-noon	03/05	8-noon	03/04	12:30-4:30	03/12	8-4:30	03/11	8-4:30
02/19	8-4:30	03/18	8-noon	03/22	8-noon	03/18	12:30-4:30			03/26	8-4:30
03/02	8-4:30										
03/15	8-4:30										

continued

NEO-HR		NEO-review		OCD		OIS		Recov. Intl.		Verbal D	
Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:	Date:	Time:
01/06	8-noon	01/06	8-4:30	01/14	12:30-4:30	01/11-13	8-4:30	01/04	3-4:45	01/19	8-4:30
01/19	8-noon	01/19	8-4:30	01/28	12:30-4:30	01/25-27	8-4:30	01/11	3-4:45	02/01	8-4:30
02/03	8-noon	02/18	8-4:30	02/11	12:30-4:30	02/08-10	8-4:30	01/25	3-4:45	02/04	8-4:30
02/16	8-noon	03/05	8-4:30	02/25	12:30-4:30	02/22-24	8-4:30	02/01	3-4:45	03/03	8-4:30
03/02	8-noon	03/22	8-4:30	03/05	12:30-4:30	03/08-10	8-4:30	02/08	3-4:45	03/26	8-4:30
03/10	8-noon			03/22	12:30-4:30	03/23-25	8-4:30	02/22	3-4:45		
03/31	8-noon					03/29-31	8-4:30	03/01	3-4:45		
								03/08	3-4:45		
								03/15	3-4:45		
								03/22	3-4:45		
								03/29	3-4:30		

Class details and maps for the SOCP Central Training Parking are located on the SOCP webpage:
<http://www.dhs.state.or.us/spd/tools/dd/socp/>

VOC: Something different for the Fall/Winter annual party

The SOCP traditional (annual) Christmas Party was changed to a Halloween Party for safety and weather concerns this year and was met with great success. Thank you to all the homes that participated and to all the voc staff for putting the party together and for staying to take decorations down.

Valogram's will be available again this year. Look for additional information in February.

New employees: Please welcome Kim Nyseth covering as aBVS1 at Willamina and Mike Burwell covering as BVS1 at Ina/Hawthorne houses.

The VOC department is looking forward to another year of challenges and providing supports for the people we serve.

If you have a client ready for VOC consideration and community integration, send an email to sandy.rowell@dhs.state.or.us.

VOC/Day Service Manager:
Sandy Rowell

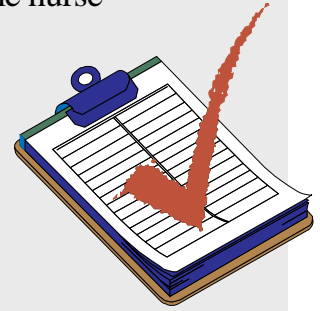


Helping people to become independent, healthy and safe.

Notes on Nursing

This past year has been very busy and beneficial from a nursing viewpoint.

- The SOCP nursing staff started the year with 1.5 outreach nurses, medical home nurse vacancies and only a handful of nurse-client relationships.
- As of December 1, 2009 we have 5.5 outreach nurses, one medical home nurse vacancy, due to Linda Dye's retirement, and 39 nurse-client relationships.



The Licensed Practical Nurses (LPN's) are doing skilled tasks in several of the homes and we now have an on-call nurse for Discovery House.

We have enjoyed all the trainings, late night calls and the ever growing paper piles.

Especially memorable - who can forget the Halloween Party with the dancing nurses; flu shot clinics, ISP's and luncheon with clients.

A shipment of H1N1 has been received and starting after the 1st of the year nurses will be giving H1N1 shots to clients and staff.

What's expected in 2010:

Starting January 1st 2010, the outreach nurses will teach the Medication Administration Central Office training class.

The SOCP Nursing staff is looking forward to an even more productive year and more adventures in SOCPland.

Nurse Supervisor, Linda Fiegi

The 5 most important words everyone wants to hear

The 5 most important words: "You did a good job."

The 4 most important words: "What do you think?"

The 3 most important words: "Will you please . . ."

The 2 most important words: "Thank you ."

The single most important word: "We"

"We can all use a little kindness." Submitted by Sue Vittone

Remember the importance of employee recognition

Let's not forget the importance of recognizing each other for efforts, ideas, stepping up and in to assist.

We would like to acknowledge managers, employees, actions and/or

ideas in our quarterly newsletter. All managers and employees are encouraged to email your acknowledgments for submission in our April 2010 Spring newsletter.



We have big responsibilities



High Five / Kudos corner:

▶ A High Five to **Shoreline's, Sue Vittone and staff** who have been working out the kinks with the new shopping program. **“Great job, Sue and staff!”** *Gath Site Manager, Ron Liedkie*

▶ Kudos **Shopping/Menu team** for their work on the new pilot program. Thus far the project has provided a savings of over \$3,000 per house since the program's inception.

Director, Deanna Bathke

▶ **Thank you** the staff assisting on the shopping project team lead by Audry Guillen: **Lyn Tran, Star Thorson, Christina Sydensticker, Evelyn Cleveland, Les Jackson and Stan Gregory.**

Additional staff and clients will be brought in to assist in the months ahead as the project expands.

▶ Kudos to **Daniel Cobb** and the **Halsey Staff** on the opening of our newest SOCP home in Portland. Their hardwork and dedication has the home off to a great start!

▶ Thank you to the **Hampden staff**, in assisting with the smooth transition of two of their clients to Halsey. Their knowledge and experience working with the clients, over the last several months, was invaluable and essential in the transition from crisis to permanent SOCP home.

▶ Kudos to the **Hawthorne staff** for their flexibility and ability to admit two new clients, within a 15 day period. As-well-as assist with a transfer to another SOCP home. It takes dedication and the ability to adapt to multiple changes at one time, to pull this off. Good job!

▶ Thank you to our Program Managers: **Faye Anderson, Anne Augsburg, Glenn Nealy and Peggy Prather** for their leadership and unwavering commitment to SOCP program, staff and clients.

Program Administrator, Laura Traeger

▶ **KUDOS** to all **Group Home Managers** for their efforts and assistance throughout 2009:

- Updating the numerous lists: vehicles, cell phones, computer equipment surveys . . .
- For cooperation and dedication to completing the “Emergency Books”
- For being good stewards: Accepting and adapting to changes in shopping and ordering supplies: Coastwide, lightbulbs, groceries. Your efforts are making a difference.

Business Office Manager, Elaine M. Stauffer

▶ Thank you **Central Office staff** and **co-workers:** Thank you for your thoughtful expression of sympathy in the passing of my father. I appreciated the card, kindness and beautiful flowering plant . . . it will be a reminder of my father's full life and the precious memories.

Debbie Aljets

To access the SOCP “Connections” newsletter archive: <http://www.dhs.state.or.us/spd/tools/dd/socp/news.htm>

The Spring “Connections” newsletter is scheduled for April 2010.
Please submit articles by March 15th to: Debra.Aljets@state.or.us