

State Operated Community Program SOCP Action Request Memo

Topic:	Vehicle Books replace Community Books	Issue date:	02/17/2011
Related policy:	5.006 Individual Support Plan		
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)

- | | | |
|--|--|---|
| <input 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"/> BVS1s | <input checked="" type="checkbox"/> BVS2s |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers |
| <input type="checkbox"/> HR | <input type="checkbox"/> Other: _____ | |

Implementation date: March 1, 2011

FROM: Sandy Rowell, Support Services Manager *SR*
SUBJECT: Vehicle Books replace Community Books - March 1, 2011

March 1, 2011 **Vehicle Books** will replace the **Community Books** per SOCP and Licensing team agreement. SOCP Vehicle Books will have **ONLY** the following documents available for staff reference, when in the community with SOCP individuals:

- All **Medical Protocols** of each client
- **Community Safety Plan** of each client
- **Civil Commitment papers** of each client

The BVS1's/BVS2's will be work together to update the "**Vehicle Books**" assigned to each house. The attached "Vehicle Book Table of Contents" is to be followed at all homes. Reuse the community book binder, tab and dividers to set up the Vehicle Book.

The **Vehicle Book** (with keys and gas card) is to be brought into the house whenever the car is stationed at the home.

The goal is to have all community books replace by the updated vehicle books, by **March 1, 2011**. If you need assistance meeting this deadline (due to a heavy workload), please let me know.

Attachments: Vehicle Book Table of Contents

If you have questions about this information, contact:

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VEHICLE BOOK

TABLE OF CONTENTS

VEHICLE INFORMATION

Tab 1 = Mileage Forms

Tab 2 = Vehicle Check List

Tab 3 = Emergency Contact List

Tab 4 = Important Vehicle Information Sheet

CLIENT INFORMATION

Client 1 = Community Safety Plan, Medical Protocols, Civil Commitment Paper Work

Client 2 = Community Safety Plan, Medical Protocols, Civil Commitment Paper Work

Client 3 = Community Safety Plan, Medical Protocols, Civil Commitment Paper Work

Client 4 = Community Safety Plan, Medical Protocols, Civil Commitment Paper Work

Client 5 = Community Safety Plan, Medical Protocols, Civil Commitment Paper Work