



**POLICY: AD-IV-3**  
**DEPARTMENT:** Administration  
**CATEGORY:** Policies and Procedures  
**EFFECTIVE DATE:** April 2013  
**SUPERSEDES VERSION DATED:** April 2007  
Page 1 of 2

**Policy & Procedure Manual**

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**REVIEW AND SIGNATURE OF POLICY AND PROCEDURES  
MANUAL – NEW STAFF - AD-IV-3**

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**POLICY:**

All new staff shall read policies and procedures, in accordance with Operational Policy Accountability AD-IV-5, and sign signature pages indicating they have been read and understood, within one month of their hiring.

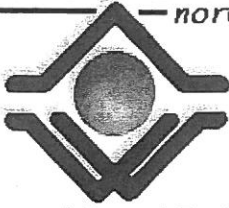
During General Orientation, all new staff shall read and sign policies and procedures as outlined on Form HR330.

**PURPOSE:**

To ensure that new staff are aware of the policies and procedures of OPTIONS northwest applicable to their primary area of assignment.

**PROCEDURE:**

1. During the General Orientation program, the Human Resources & Training Advisor shall orientate the employee to the use of the Policy and Procedure Manuals and allow the employee adequate time to read the Policies and Procedures listed on the General Orientation Policy and Procedure Signature Page (Appendix A- HR330.)
2. When the employee is assigned to their work area, the Supervisor/Director shall orientate the employee to the location of the Policy and Procedure Manuals and provide adequate time within the first month of employment for the new employee to read the remaining required policies based on Operational Policy Accountability AD-IV-5. The Administrative Assistant will provide to the Supervisor/Director Form 095 (Appendix B) based on the employee's policy accountability.
3. Within one month of hiring, the policies and procedures should have been read and understood and the employee shall sign the signature page and return it to their immediate Supervisor.



Personal Support Services

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4. The immediate Supervisor shall ensure the signature pages are received by the designated date(s) and forward the completed signature pages to Human Resources - Staff Development for filing.

**RECOMMENDED BY:** Administration

**APPENDICES:** 2

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

**ORIGINAL POLICY DATE:** November 1991

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Robert [unclear]".

OPTIONS northwest  
DAY 1 GENERAL ORIENTATION

POLICY AND PROCEDURE SIGNATURE PAGE

Name: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

You are required to read the following Policies & Procedures:

Policy Title and Number	Effective Date	Date Read
Philosophy		
Mission Statement		
AD-I-1 Internal Reporting System		
AD-I-6 Incident Reporting and Follow-up		
AD-I-7 Serious Occurrence Reporting and Follow-up		
AD-I-10 Collection, Use and Disclosure of Recipients Personal Information		
AD-III-1 Abuse		
AD-III-2 Feedback Process		
AD-III-10 Service Principles and Recipients' Bill of Rights		
HR-II-2 Confidentiality of Information		
HR-III-19 Harassment Prevention		
HR-III-30 Constructive Discipline		
HR-III-35 Attendance Management Program		
HR-XI-1 Occupational Health and Safety		
HR-XI-23 Workplace Violence Prevention		

I have read and understand the above noted policy/policies and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form is to be returned to the Human Resources and Training Advisor at the end of Day 1 of your General Orientation Program.

**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES**

POLICIES TO ARE TO BE READ WITHIN 30 DAYS OF RECEIPT OF THIS NOTICE  
\*X DENOTES ACCOUNTABILITY  
ALL POLICIES MARKED X ARE TO BE READ

Name:	Primary Area of Assignment:	Date of Issue:	ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT	Annual Review
<b>SECTION I GENERAL</b>												
<b>ADMINISTRATION</b>												
AD-I-1	Internal Reporting System		X	X	X	X	X	X	X	X	X	X
AD-I-5	Emergency First Aid and Basic Life Support		X	X	X	X	X	X	X	X	X	X
AD-I-6	Incident Reporting and Follow-up		X	X	X	X	X	X	X	X	X	X
AD-I-7	Serious Occurrence Reporting and Follow-up		X	X	X	X	X	X	X	X	X	X
AD-I-8	Privacy Statement		X	X	X	X	X	X	X	X	X	X
AD-I-9	Consent/Decision Making		X	X	X	X	X	X	X	X	X	X
AD-I-10	Collection, Use and Disclosure of Service Recipients Personal Information		X	X	X	X	X	X	X	X	X	X
AD-I-11	Accessibility Standards for Customer Service		X	X	X	X	X	X	X	X	X	X
<b>SECTION II ADMISSION/DISCHARGE</b>												
AD-II-8	Admissions		X	X	X	X	X	X	X	X	X	X
AD-II-9	Discharge Planning		X	X	X	X	X	X	X	X	X	X
<b>SECTION III CONSUMER SUPPORT</b>												
AD-III-1	Abuse		X	X	X	X	X	X	X	X	X	X
AD-III-2	Client Concerns		X	X	X	X	X	X	X	X	X	X
AD-III-4	Behaviour Intervention		X	X	X	X	X	X	X	X	X	X
AD-III-5	Use of Physical Restraint		X	X	X	X	X	X	X	X	X	X
AD-III-8	Nonviolent Crisis Intervention Training		X	X	X	X	X	X	X	X	X	X
AD-III-9	Human Sexuality		X	X	X	X	X	X	X	X	X	X
AD-III-10	Service Principles and Recipients' Bill of Rights		X	X	X	X	X	X	X	X	X	X
<b>SECTION IV POLICIES AND PROCEDURES</b>												
AD-IV-1	Development and Review of Policies and Procedures		X	X	X	X	X	X	X	X	X	X
AD-IV-2	Distribution of New/Revised Policies and Procedures		X	X	X	X	X	X	X	X	X	X
AD-IV-3	Review and Signature of Policy and Procedure Manual - New Staff		X	X	X	X	X	X	X	X	X	X
AD-IV-4	Distribution Tracking and Follow Up		X	X	X	X	X	X	X	X	X	X
AD-IV-5	Operational Policy Accountability		X	X	X	X	X	X	X	X	X	X
AD-IV-6	Deletion of Policies and Procedures		X	X	X	X	X	X	X	X	X	X
<b>FINANCE DEPARTMENT</b>												
<b>SECTION I GENERAL ADMINISTRATION</b>												
<b>SECTION II FINANCIAL PLANNING/MONITORING</b>												
FD-II-1	Budget Development & Approval		X	X	X	X	X	X	X	X	X	X
FD-II-2	Financial Reporting		X	X	X	X	X	X	X	X	X	X
FD-II-3	Variance Analysis		X	X	X	X	X	X	X	X	X	X
<b>SECTION III GENERAL LEDGER</b>												
FD-III-1	General Ledger Processing		X	X	X	X	X	X	X	X	X	X
FD-III-2	Bank Reconciliation		X	X	X	X	X	X	X	X	X	X
<b>SECTION IV ACCOUNTS PAYABLE</b>												
FD-IV-1	Manual Cheques		X	X	X	X	X	X	X	X	X	X
FD-IV-2	Petty Cash - Administrative Offices		X	X	X	X	X	X	X	X	X	X
FD-IV-3	Travel Advance		X	X	X	X	X	X	X	X	X	X
FD-IV-4	Travel Expense		X	X	X	X	X	X	X	X	X	X
FD-IV-5	Mileage Expense		X	X	X	X	X	X	X	X	X	X
FD-IV-6	Invoices For Payment		X	X	X	X	X	X	X	X	X	X
FD-IV-7	Hospitality Expense		X	X	X	X	X	X	X	X	X	X
FD-IV-8	Perquisites		X	X	X	X	X	X	X	X	X	X
<b>SECTION V ACCOUNTS RECEIVABLE</b>												
FD-V-1	Billings		X	X	X	X	X	X	X	X	X	X
FD-V-2	Payments		X	X	X	X	X	X	X	X	X	X
FD-V-3	Overdue Accounts		X	X	X	X	X	X	X	X	X	X
<b>SECTION VI RESIDENT TRUST</b>												
FD-VI-1	Trust Fund Processing		X	X	X	X	X	X	X	X	X	X

**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES**  
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Name:	Primary Area of Assignment:	Date of Issue:	ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT	Annual Review
FD-VI-2 Use Of Personal Needs Allowance			X	X		X				X		
<b>SECTION VII PAYROLL</b>												
FD-VII-1 Pay Days			X	X	X	X			X	X		
FD-VII-2 Payroll Processing			X	X		X			X	X		
FD-VII-3 Employee Master Forms			X	X	X	X				X		
FD-VII-4 Time Sheets			X	X	X	X				X		
FD-VII-5 Payroll Advance			X	X	X	X				X		
FD-VII-6 Direct Deposit Information Sheet			X	X	X	X			X	X		
FD-VII-7 Employee Changes			X	X	X	X				X		
<b>SECTION VIII PURCHASING</b>												
FD-VIII-1 Purchase Request			X	X	X	X			X	X		
FD-VIII-2 Purchase Orders			X	X	X	X				X		
FD-VIII-3 Credit Account Purchases			X	X	X	X				X		
FD-VIII-4 Contractor Services			X	X	X	X				X		
FD-VIII-5 Delegation Of Authority			X	X	X	X				X		
FD-VIII-6 Quotation and Tender Requirements			X	X	X	X				X		
FD-VIII-7 Blanket Purchase Orders			X	X	X	X				X		
FD-VIII-8 Inventory Control Of Movable Assets			X	X	X	X				X		
FD-VIII-9 Bulk Purchasing – Stores Issues			X	X	X	X				X		
FD-VIII-10 Procurement Directive			X	X	X	X				X		
<b>SECTION IX INFORMATION SYSTEMS</b>												
FD-IX-1 Computer Acquisitions			X	X	X	X				X		
FD-IX-2 Computer Security			X	X	X	X				X		
FD-IX-3 Computer Backups			X	X	X	X				X		
<b>RECORDS</b>												
<b>SECTION I RECORDS ADMINISTRATION</b>												
RR-I-1 Casebook Processing on Death or Discharge			X	X		X				X		
RR-I-6 Retention/Destruction of Records			X	X	X	X				X		
RR-I-8 Subpoena of Residential Client Records			X	X		X				X		
RR-I-10 Assembly Order of Centralized Residential Client Records			X	X		X				X		
RR-I-11 Admissions of Residential Clients			X	X		X				X		
RR-I-12 Chart Auditing			X	X		X				X		
RR-I-14 Forms Acquisition			X	X		X				X		
RR-I-15 Forms Development/Revision			X	X		X				X		
RR-I-17 Casebook Filing Order			X	X		X				X		
RR-I-18 Old Notes Request			X	X		X				X		
<b>COMMUNITY RESOURCE TEAM</b>												
<b>SECTION I GENERAL</b>												
CRT-I-1 Order and Content of Client Files			X									
CRT-I-2 Referral and Intake Process for CRT			X				X					
<b>SECTION II OCCUPATIONAL THERAPY</b>												
OT-I-1 Occupational Therapy Assessment			X									
<b>HUMAN RESOURCES</b>												
<b>SECTION I PROCUREMENT</b>												
HR-I-1 Recruitment, Selection, Placement General			X		X	X						
HR-I-3 Non-discrimination			X		X	X						
HR-I-4 Hiring Former Employees			X		X	X						
HR-I-5 Hiring Relatives			X		X	X						
HR-I-7 Work Status Definitions			X		X	X						
HR-I-9 Staff Orientation/Training			X		X	X						
HR-I-10 Police Record Checks			X		X	X						
<b>SECTION II HUMAN RESOURCES DOCUMENTATION</b>												

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HR-II-1 Employee Master Form			X	X	X	X						
HR-II-2 Confidentiality of Information			X	X	X	X	X	X	X	X	X	
HR-II-3 Termination of Employment Procedure			X	X	X	X	X	X	X	X	X	
HR-II-4 Employee Termination Report			X	X	X	X						
HR-II-5 Telephone Reference			X	X	X	X						
HR-II-6 Reference Verifications - Former Employees			X	X	X	X						
HR-II-7 Personnel Allocation Request			X	X	X	X						
<b>SECTION III WORKING CONDITIONS</b>												
HR-III-1 Overtime - Scheduling			X	X	X	X				X	X	
HR-III-2 Meal Periods			X	X	X	X	X	X	X	X	X	
HR-III-3 Scheduling - Reporting			X	X	X	X	X	X	X	X	X	
HR-III-4 Personnel Records			X	X	X	X				X	X	
HR-III-5 Leaving Work Areas			X	X	X	X	X	X	X	X	X	
HR-III-6 Inservice Cancellation			X	X	X	X	X	X	X	X	X	
HR-III-7 No Smoking Policy			X	X	X	X	X	X	X	X	X	
HR-III-8 Off Duty Hours at the Worksite			X	X	X	X	X	X	X	X	X	
HR-III-9 Employee Conduct			X	X	X	X	X	X	X	X	X	
HR-III-10 Statements to the Press			X	X	X	X	X	X	X	X	X	
HR-III-11 Personal Hygiene and Grooming			X	X	X	X	X	X	X	X	X	
HR-III-12 Dignity and Respect In The Workplace			X	X	X	X	X	X	X	X	X	
HR-III-13 Termination of Employment			X	X	X	X	X	X	X	X	X	
HR-III-14 Termination Exit Interviews			X	X	X	X	X	X	X	X	X	
HR-III-15 Leave/Effect of Absence - General Policy			X	X	X	X	X	X	X	X	X	
HR-III-16 Harassment Prevention			X	X	X	X	X	X	X	X	X	
HR-III-17 Transfers Outside of Job Postings/Vacancies			X	X	X	X	X	X	X	X	X	
HR-III-18 Trial Period			X	X	X	X				X	X	
HR-III-19 Changes in Personal Status			X	X	X	X	X	X	X	X	X	
HR-III-20 Probationary Period			X	X	X	X				X	X	
HR-III-21 Solicitation			X	X	X	X				X	X	
HR-III-22 Bulletin Boards			X	X	X	X				X	X	
HR-III-23 Telephone/Cellular Phone Usage			X	X	X	X	X	X	X	X	X	
HR-III-24 Personal Mail			X	X	X	X				X	X	
HR-III-25 Damage/Theft of OPTIONS/Consumers' Property			X	X	X	X	X	X	X	X	X	
HR-III-26 Call-In During Emergency Situations			X	X	X	X	X	X	X	X	X	
HR-III-27 Constructive Discipline			X	X	X	X	X	X	X	X	X	
HR-III-28 Authorization for Release of Employment Information			X	X	X	X	X	X	X	X	X	
HR-III-29 Proof of Education/Certification/Designation			X	X	X	X	X	X	X	X	X	
HR-III-30 Attendance Management			X	X	X	X				X	X	
HR-III-31 Internal Notification of Vacancy/Job Posting			X	X	X	X				X	X	
HR-III-32 Jury and Witness Duty			X	X	X	X	X	X	X	X	X	
HR-III-33 Reimbursement for Personal Items			X	X	X	X				X	X	
HR-III-34 Vacation Scheduling			X	X	X	X				X	X	
HR-III-35 Driver's License Requirement			X	X	X	X	X	X	X	X	X	
HR-III-36 Use of Personal Vehicle			X	X	X	X	X	X	X	X	X	
HR-III-37 Temporary Vacancies			X	X	X	X				X	X	
HR-III-38 Request for Days Off and Exchange of Shifts			X	X	X	X	X	X	X	X	X	
HR-III-39 Employee Dress Code			X	X	X	X				X	X	
HR-III-40 Social Media and Copyright Protection - Work/Personal Use			X	X	X	X				X	X	
<b>SECTION IV PERFORMANCE MANAGEMENT SYSTEM</b>												
HR-IV-1 Performance Management System			X	X	X	X				X	X	
<b>SECTION V NON-UNION BENEFIT PROGRAM</b>												
HR-V-1 Paid Absence From Work - Full Time Employees			X	X	X	X						
HR-V-2 Health and Insured Benefits - Full Time Employees			X	X	X	X						

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Name:	Primary Area of Assignment:	Date of Issue:	ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT	Annual Review
HR-V-3	Benefit Entitlement/In Lieu - Regular Part-Time Employees		X	X	X	X					X	
HR-V-5	Paid and Unpaid Absence From Work- Regular Part-Time Employees		X	X	X	X					X	
HR-V-6	Management Compensation Days		X	X	X	X						
HR-V-7	Maternity/Parental Sub-Plan		X	X	X	X					X	
HR-V-8	Non-Union Non-Management Termination Notice and Severance Pay		X	X	X	X					X	
HR-V-9	Middle Management Termination Notice and Severance Pay		X	X	X	X					X	
HR-V-10	Senior Management Termination Notice and Severance Pay		X	X	X	X					X	
HR-V-11	Non-Union Wage and Benefit		X	X	X	X					X	
HR-V-12	Vacation Entitlement		X	X	X	X				X	X	
HR-V-13	Terms of Employment - Non Union Contract/Irregular PT		X	X	X	X					X	
<b>SECTION VI RETIREMENT</b>												
HR-VI-1	Retirement - Vacation		X	X	X	X					X	
HR-VI-3	Early Retired Employee		X	X	X	X					X	
<b>SECTION VII VOLUNTEER/STUDENT PROCUREMENT</b>												
HR-VII-1	Volunteer Enrolment/Screening/Placement		X	X	X	X	X	X	X	X	X	
HR-VII-2	Volunteer Criminal Reference Checks		X	X	X	X	X	X	X	X	X	
HR-VII-3	Volunteer Placements and Orientation		X	X	X	X	X	X	X	X	X	
HR-VII-4	Volunteer Supervision		X	X	X	X	X	X	X	X	X	
HR-VII-5	Volunteer Exit Interview		X	X	X	X	X	X	X	X	X	
HR-VII-6	Student Placements and Orientation		X	X	X	X	X	X	X	X	X	
HR-VII-7	Student Criminal Reference Checks		X	X	X	X	X	X	X	X	X	
HR-VII-8	Student Exit Evaluation		X	X	X	X	X	X	X	X	X	
HR-VII-9	Volunteers & Students - Health Screening		X	X	X	X	X	X	X	X	X	
<b>SECTION VIII H &amp; S - SUPERVISORY RESPONSIBILITIES</b>												
HR-VIII-1	Employee Occupational Injury - Supervisor/Supervisor on Call Responsibilities		X	X	X	X						X
HR-VIII-2	Employee Illness While at Work - Supervisor/Supervisor On Call Responsibilities		X	X	X	X						X
HR-VIII-3	Employee Critically Injured or Killed at Work		X	X	X	X						X
HR-VIII-4	Transportation for Injured or Ill Employee		X	X	X	X						X
<b>SECTION IX - HEALTH AND SAFETY - RECORDS</b>												
HR-IX-1	Guidelines for Release of Medical Information		X	X	X	X						X
HR-IX-2	Employee Health Record		X	X	X	X						X
HR-IX-3	Medical Documentation		X	X	X	X						X
HR-IX-4	Pre-Employment Health Assessment		X	X	X	X						X
<b>SECTION X - HEALTH AND SAFETY - W. S. I. B.</b>												
HR-X-1	W.S.I.B. Claims and Follow Up		X	X	X	X						X
HR-X-2	Notifications - Accident, Explosion or Fire Causing Injury/Occupational Illness		X	X	X	X						X
HR-X-3	Early and Safe Return to Work		X	X	X	X						X
<b>SECTION XI HEALTH &amp; SAFETY - GENERAL</b>												
HR-XI-1	Occupational Health & Safety		X	X	X	X	X	X	X	X	X	X
HR-XI-2	Health and Safety Inspections		X	X	X	X	X	X	X	X	X	X
HR-XI-3	First Aid Requirements		X	X	X	X	X	X	X	X	X	X
HR-XI-4	Total Wellness And Injury Prevention Program		X	X	X	X	X	X	X	X	X	X
HR-XI-5	Request to Transfer for Exceptional Circumstances		X	X	X	X	X	X	X	X	X	X
HR-XI-7	Employee Immunization		X	X	X	X	X	X	X	X	X	X
HR-XI-8	WHMIS and Safety Education		X	X	X	X	X	X	X	X	X	X
HR-XI-9	Right to Refuse Unsafe Work		X	X	X	X	X	X	X	X	X	X
HR-XI-10	Investigation of Accident/Injury/Incident		X	X	X	X	X	X	X	X	X	X
HR-XI-11	Universal Precautions		X	X	X	X	X	X	X	X	X	X
HR-XI-12	Isolation		X	X	X	X	X	X	X	X	X	X

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Name:	Primary Area of Assignment:	Date of Issue:	Date of Issue:										Annual Review				
			ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT						
	HR-XI-13 Hot Weather Precautions For Employees		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	HR-XI-14 Needlestick Injury Precautions		X		X	X						X		X	X	X	
	HR-XI-15 Recommendations From JOHSC/Worker Representative		X		X	X						X		X	X	X	
	HR-XI-16 Health and Safety Representatives/Joint Occupational Health and Safety Committee		X	X	X	X								X	X	X	
	HR-XI-17 Lock-Out For Equipment		X	X	X	X						X		X	X	X	
	HR-XI-18 Visitors		X	X	X	X						X		X	X	X	
	HR-XI-19 Hazard Reporting		X	X	X	X						X		X	X	X	
	HR-XI-20 Preventative Maintenance Program		X	X	X	X						X		X	X	X	
	HR-XI-21 Scented Products		X	X	X	X						X		X	X	X	
	HR-XI-22 Employee Injury/Illness While at Work - Employee Resp.		X	X	X	X						X		X	X	X	
	HR-XI-23 Workplace Violence Prevention		X	X	X	X						X		X	X	X	
	HR-XI-24 Slip, Trip and Fall Prevention		X	X	X	X						X		X	X	X	
	<b>STAFF DEVELOPMENT</b>																
	<b>SECTION I PROGRAMS</b>																
	SD-I-1 Educational Needs and Opportunities		X	X	X	X											X
	SD-I-2 Presenter/Speaker List		X		X	X											X
	SD-I-3 Program Development		X		X	X											X
	SD-I-4 Presentation Preparation Process		X		X	X											X
	SD-I-5 Mandatory Training Programs		X	X	X	X											X
	SD-I-7 Equipment Reservations		X	X	X	X											X
	SD-I-8 Registration: Internal Inservice Events		X	X	X	X											X
	SD-I-9 Staff Development Records		X	X	X	X											X
	SD-I-10 Program Evaluation		X	X	X	X											X
	SD-I-11 External Educational Events		X	X	X	X											X
	<b>RESIDENTIAL</b>																
	<b>SECTION I GENERAL</b>																
	R-1-1 Hot Weather Precautions		X						X					X			X
	R-1-2 Nightly Hot Water Check		X						X					X			X
	R-1-3 Bed Maintenance and Safety		X						X					X			X
	R-1-4 Death of a Client		X						X					X			X
	R-1-5 Choking - High Risk Clients		X						X					X			X
	R-1-6 Mealtime - Supporting Clients to Eat		X						X					X			X
	R-1-7 Nutrition and Menu Planning		X						X					X			X
	R-1-8 Client Profile		X						X					X			X
	R-1-9 Monthly Summary		X						X					X			X
	R-1-10 Documentation - Casebook Charting		X						X					X			X
	R-1-12 Kardex		X						X					X			X
	R-1-13 Communication Book		X						X					X			X
	R-1-14 Annual Physical Examination		X						X					X			X
	R-1-15 Client Weights		X						X					X			X
	R-1-16 Suction Machine Cleaning		X						X					X			X
	R-1-17 Hospitalization		X						X					X			X
	R-1-18 Health Related Appointments		X						X					X			X
	R-1-19 Person Centered Planning		X						X					X			X
	R-1-21 Daily Log Book		X						X					X			X
	R-1-22 Client Security/Observation		X						X					X			X
	R-1-23 File Folders		X						X					X			X
	R-1-24 Seizure Record - Diagnostic		X						X					X			X
	R-1-29 Transportation, Use and Storage of Propane and Fuel Fire Appliances		X						X					X			X
	R-1-32 Fire Safety/Fire Drill		X						X					X			X
	R-1-35 Pets in the Group Home		X						X					X			X



**OPERATIONAL POLICY ACCOUNTABILITY  
SIGNATURE PAGE-NEW HIRES  
POLICIES TO ARE TO BE READ WITHIN 30 DAYS OF RECEIPT OF THIS NOTICE**

\*X DENOTES ACCOUNTABILITY  
ALL POLICIES MARKED X ARE TO BE READ

Name:	Primary Area of Assignment:	Date of Issue:										Annual Review			
		ADMIN	FINANCE	HR	PSS ADMIN	DSW Student	Rec Student	Rec Support	PSS	CRT					
R-I-36 Residential Security		X									X				
R-I-37 Environmental/Physical Requirements for Residential Settings		X													X
<b>SECTION II HYGIENE</b>															
R-II-1 Bathing/Personal Hygiene		X								X					X
<b>SECTION III MEDICATION AND TREATMENT</b>															
R-III-1 Processing Physician's Orders		X								X					X
R-III-2 Medication and Treatment Administration		X								X					X
R-III-3 Documentation of Medication and Treatment Administration		X								X					X
R-III-4 Reordering Medications		X								X					X
R-III-5 Controlled Drugs - To Obtain, Store and Administer		X								X					X
R-III-6 Medication Administration While Away From The Group Home		X								X					X
R-III-7 Medication Wasteage/Disposal		X								X					X
R-III-8 Non-Prescription Medications		X								X					X
R-III-9 Medication and Treatment Incident Reporting		X								X					X
R-III-10 Medication Key Security		X								X					X
<b>SECTION IV SPECIALIZED PROCEDURES</b>															
R-IV-1 Head Injury		X								X					X
R-IV-6 Feeding by Gastrostomy Tube		X								X					X
R-IV-7 Feeding Tube Replacement - Gastrostomy		X								X					X
R-IV-11 Blood Pressure - BP		X								X					X
R-IV-12 Pulse		X								X					X
R-IV-14 Respirations		X								X					X
R-IV-15 Urine Specimen Collection		X								X					X
R-IV-16 Suctioning - Oral		X								X					X
R-IV-18 Breast Examination/Menstruation Record		X								X					X
R-IV-22 Local Application of Cold: Compress or Pack		X								X					X
<b>SECTION V ROLES AND RESPONSIBILITIES</b>															
R-V-1 Care Co-Ordinator		X								X					X
<b>SECTION VI CLIENT MOBILITY</b>															
R-VI-1 Lifts, Transfers and Repositioning		X								X					X
R-VI-2 Range of Motion		X								X					X
R-VI-5 Use of Therapeutic Equipment		X								X					X
R-VI-6 Wheelchair Cleaning & Inspection		X								X					X
<b>SECTION VII TRANSPORTATION</b>															
R-VII-1 Vehicle Orientation		X		X											X
R-VII-2 Client Transportation		X								X					X
R-VII-3 Vehicle Usage/Circle Check		X								X					X
R-VII-4 Vehicle Manual		X								X					X