



# **NEW STAFF TRAINING MANUAL**





## Table of Contents

I. NEW STAFF TRAINING OVERVIEW .....	1
A. FOUNDATIONS – MISSION AND PHILOSOPHY .....	1
B. SERVICES PROVIDED .....	1
II. PERSONNEL INFORMATION .....	4
A. JOB DESCRIPTION/WORK SCHEDULE .....	4
B. ORGANIZATIONAL STRUCTURE .....	4
C. INSTRUCTIONS FOR COMPLETING ATTENDANCE .....	4
D. PERSONNEL FORMS .....	4
III. PARTICIPANT RECORDS .....	6
A. GENERAL FILES .....	6
B. PARTICIPANT DOCUMENTATION AND RECORDS .....	6
C. FINANCIAL RECORDS .....	7
D. MEDICAL RECORDS .....	7
IV. COMMUNICATION .....	8
A. PRINCIPLES OF POSITIVE COMMUNICATION/RELATIONSHIPS .....	8
B. STAFF COMMUNICATION .....	9
V. MEDICATION ADMINISTRATION .....	11
VI. EXTERNAL SURVEYORS .....	12
VII. COMMUNITY INTEGRATION .....	13
A. RECREATION AND LEISURE .....	13
B. SPECIAL ACTIVITIES OUTSIDE THE COMMUNITY .....	13
VIII. SAFETY AND MAINTENANCE .....	14
A. FIRE SAFETY .....	14
B. TORNADO AND SEVERE WEATHER SAFETY .....	14
C. EMERGENCY TELEPHONE .....	15
D. SAFETY/MAINTENANCE CHECKLIST .....	16
IX. SOCIALIZATION/SEXUALITY .....	17
X. NUTRITION .....	18
STAFF DEVELOPMENT FORM .....	19



## I. NEW STAFF TRAINING OVERVIEW

As part of your New Staff Training at ABLED, Inc., you will be asked to attend and complete various training activities which will provide you with a general understanding of the type of services provided by ABLED, Inc. and your responsibilities as staff.

This policy is intended to give you basic information regarding ABLED, Inc.'s programs and procedures. It is intended that additions and modifications will be made as necessary.

This policy can, by no means, stand by itself. It is absolutely necessary that each staff have available and become familiar with pertinent sections of other ABLED, Inc. policies.

NOTE: For purposes of ABLED Policies, Staff includes all Employees and Subcontractors!

### A. FOUNDATIONS – MISSION AND PHILOSOPHY

Whether it is the life of a person experiencing intellectual disabilities or the personal growth of a person providing services, ABLED, Inc's logo represents the value of new beginnings in life.

#### Mission Statement

Our mission: Serving Jesus Christ by enabling people with developmental disabilities to creatively explore and live full meaningful lives in their communities.

Our mission guidelines give direction for ABLED, Inc. to move towards the vision. This in effect leads to a change within our communities and culture. We are an "Employment First" and "Authentic Living" organization which means that the first options considered must be job placement and the least restrictive living environment.

Vision Statement – the organization's ultimate goal for the people it supports.

Our vision: Every human being is created with an innate desire to live their life to the fullest. Individuals with intellectual disabilities are no different. ABLED, Inc. will see that they will not only be valued as members of the community but that they will live meaningful and fulfilling lives. We will make use of all available resources that will enable each person to have control of his/her own life.

### B. SERVICES PROVIDED

The focus of ABLED, Inc. is on personal outcomes, trying to determine what each participant truly desires in their lives and helping them accomplish their goals. Once we know where people want to go with their lives, we enhance both image and competency as we provide supports. We want to help people become less dependent upon ABLED, Inc. supports and experience valued roles in the community.

#### Residential Habilitation Services

The goal of residential services is to provide quality supports to participants with disabilities in their homes. These supports focus on the desires of the participant and the needs identified by his/her team and are consistent with the vision and mission of the organization with a focus on "authentic living".



Regardless of the type of residential services a person is receiving, a participant's home is first and foremost his/her home, not merely a place where he/she happens to be living.

Many quality-of-life issues such as bedtimes, food preferences, clothing, and personal possessions preferences, etc., should not and cannot be mandated by standardized procedures or unilateral blanket decisions, such as "house rules" which are made for staff convenience, or which restrict several participants due to the behavior or actions of one person and will not be tolerated.

Participant wants and needs are looked at closely when developing services for the participant. Formalized training and supports occur in residential settings. These may include adaptive skill development of daily living activities such as personal grooming, household chores, grocery shopping, food preparation and eating, finance and budgeting necessary to enable the participant to live in the most integrated setting appropriate to meet his/her needs. ABLED, Inc. provides the following types of residential supports.

#### **A. Shared Living Services**

Shared Living services are delivered in a private home owned or leased by an independent contractor of the provider agency and authorized to deliver services and supports. Shared Living facilitates the inclusion of the participant into the daily life and community of the Shared Living provider through the sharing of a home and creation of natural opportunities for participation in community life through social connectedness. ABLED believes this is the best setting for most participants!

#### **B. Continuous Home Services**

Continuous Home services are delivered in a provider owned, leased, or operated residential setting and provided by agency provider shift staff. Continuous Home services consists of individually tailored continuous supports that assist with the acquisition, retention, or improvement in skills not yet mastered that will lead to more independence for the participant to reside in the most integrated setting appropriate to their needs.

#### **C. Host Home Services**

Host Home services are delivered in a private home owned or leased by an employee of the provider agency authorized to provide the service. Host home facilitates the inclusion of the participant into the daily life and community of the Host Home employee through the sharing of a home and creation of natural opportunities for participation in community life through social connectedness.

#### **D. Respite Care**

Respite Care is a non-habilitative service that is provided to participants unable to care for themselves and is furnished on a short-term, temporary basis for relief to the usual caregiver(s) living in the same private residence as the participant. Respite includes assistance with activities of daily living, health maintenance, and supervision. Respite may be provided in the caregiver's home, the provider's home, or in community settings. Respite may be self-directed.

#### **Habilitative Community Integration Services**

The goal of day services is to provide persons with the supports, services, and interventions they desire and need to increase or maintain their capacity for independent functioning, self-determination, interdependence, productivity, and community integration. The types and levels of interventions, formal training, supports, activities, and supervision provided are based on the preferences and needs of the



person receiving services and determined by the interdisciplinary team process. Areas of service may include but are not limited to: employment skills such as job seeking; related instruction; work adjustment and occupational skill training; community access, such as utilizing public transportation, the bank, the public library, crossing the street while obeying pedestrian laws; motor skills, such as hand-eye coordination; visual processing; social skills such as developing friendships/relationships, getting along with others, asking for help when necessary or respecting other people's feelings and property; personal health care/hygiene skills such as recognizing illness/injury, self-administering medications, providing simple first aid, demonstrating acceptable dress and hygiene, toileting, hand washing; cognitive skills, such as money/time concepts/management, reading/recognizing words; communication skills such as matching shapes and colors, making choices, following directions (simple to complex), expressing wants and desires and leisure time/recreational skills.

### **Supported Employment Services**

Supported Employment Services are formalized training and supports for the acquisition, retention or improvement in self-help, behavioral and adaptive skills which take place during typical working hours. These services are provided to participants not currently seeking to join the work force or participate in vocational planning services. However, these services may prepare the participant for work experiences including competitive employment.

### **Intermittent Support Services**

Intermittent Support services, such as Independent Living and Supported Family Living, are a habilitative services that provide individually-tailored intermittent supports for the acquisition, retention or improvement in skills related to living in the participant's private home and the community. Staff will assist the participant in completing tasks including, but not limited to, Activities of Daily Living (ADL's), Health Maintenance, Meal Preparation, Laundry, Use of Emergency Assistance, Routine Activities to Maintain a Clean, Safe, and Healthy Home, and Personal Finances. It is important that staff only prompt and guide in the performance of these duties. Staff must not do these for the participant. These services cannot be performed in a home owned or operated by ABLED. These services cannot be performed with Continuous Residential Habilitation services.

### **Assistive Technology**

Staff of ABLED, Inc. will assist participants with the utilization of assistive and adaptive devices as needed and as identified on the ISP. ABLED, Inc. will train staff as necessary.



## II. PERSONNEL INFORMATION

### A. JOB DESCRIPTION/WORK SCHEDULE

All employees, staff, and subcontractors of ABLED, Inc. should be familiar with their job description and expectations. Each staff's work schedule is individualized based on the needs of the people supported. Contact the EVP Operations for any questions on your work schedule.

### B. ORGANIZATIONAL STRUCTURE

ABLED, Inc. is governed by the ABLED, Inc. Governing Board. However, the Governing Board grants the Chief Executive Officer authority to administer the programs of ABLED, Inc. with the support of office personnel and the executive staff. ABLED, Inc. Operations are managed by the EVP Operations.

Residential staff, Vocational staff, and Respite staff report to the EVP Operations.

Do not hesitate to ask the ABLED Executive Team if you have questions regarding the organizational structure.

### C. INSTRUCTIONS FOR COMPLETING ATTENDANCE

#### General

All staff will complete their Attendance in Therap each day they work. Time In and Out is required for all Attendance marked as "Present". The daily residential habilitation rate requires at least 10 hours of work (includes sleep time) in a 24-hour period 12:00am – 11:59pm. If you work less than 10 hours in a 24-hour period, you will be billed the partial day rate.

#### Guidelines for Determining Rates of Pay for Service Providers

ABLED, Inc. provides most services through Subcontractors who are compensated based on their contract.

### D. PERSONNEL FORMS

ABLED, Inc. has several forms which you may be required to complete during your employment. A few of the regularly used forms are explained below. If you have questions on any forms that you are asked to complete, please ask the EVP Compliance.

Forms used by ABLED, Inc. are available on ABLED, Inc.'s website ([abledinc.com](http://abledinc.com)).

**Staff Development Forms** are completed by the staff for any training the staff receives. This training can be formal and/or informal. These forms will be turned into the trainer at ABLED, Inc. training sessions or will be turned into your direct supervisor for other training activities. This form is not necessary for any training done through Therap.

**Participant Expense Reports** are used by staff to document expenses they have occurred for which ABLED, Inc. is responsible (e.g., mileage, postage, etc.) and request reimbursement.

**HIPPA Consent Forms** document that staff read and understand that they must protect the participant's private information.



**Policy Acknowledgment** Form documents that staff knows where to find the ABLED Policies and agrees that they have access to all policies.

**ACH Deposit Form** documents that staff knows their pay will be direct deposited into their financial institutions.

**Individual Rights** form documents that staff knows and understands that participants have the same rights as everyone else guaranteed by the US Constitution and Federal and State Law. These rights cannot be modified without due process.

**Fraud, Waste, and Abuse** form

**Criminal Activity** form documents that staff agrees to notify ABLED whenever they are charged or convicted of serious crimes.



### **III. PARTICIPANT RECORDS**

Each person receiving services from ABLED, Inc. has records and documents that are maintained. This enables easy access to information about participants as it is needed. Therap maintains most participant records. Additional information and documentation will be electronically organized in ABLED, Inc. file folders.

#### **A. GENERAL FILES**

The following information for participants is in Therap and/or ABLED, Inc. files:

1. Date services began.
2. Name, gender, and date of birth.
3. Current photo.
4. Language or means of communication.
5. Legal status of the participant and name, phone number and address of legal representative, if applicable.
6. Name and telephone numbers of the persons to be notified in the case of emergency.
7. Name, phone number of current physician and other healthcare professionals.
8. Relevant medical information such as medical conditions, diagnosis, current medications, and allergies.
9. Records of incidents and accidents.
10. Current consents.

#### **B. PARTICIPANT DOCUMENTATION AND RECORDS**

##### **Participant Orientation**

Staff will go over certain ABLED, Inc. policies and procedures with the participant at the Intake Meeting. Staff will go over required documentation such as Rights, Abuse & Neglect, HIPAA, etc. and ask the participant to sign.

##### **Assessments**

Assessments are completed to obtain accurate information related to the participant's history, preferences, strengths, and abilities along with needed services.

The participant's ISP team determines what assessments, and which intellectual domains will be assessed at the participant's semi-annual ISP. These assessments must be completed within 30 days prior to the participant's annual ISP and reviewed with the ABLED Executive Team or designated staff. Copies are given to the Service Coordinator at the ISP meeting.

Full scale assessments are not necessarily standardized and need not be contained in one specific test. Full scale implies that the seven developmental domains are included: physical development and health, sensory-motor, cognitive, communicative, social/affective, independent living, and leisure/personal.



## **Individual Support Plans**

The Service Coordinator distributes copies of participant ISP meeting minutes and service reviews. If you do not receive a copy and would like to review one, request it from the Executive Team.

## **Programs & Data Collection**

All participants have programs and procedures which have been approved by their ISP team. These programs will be implemented within 30 days of the ISP. When the programs are implemented, it is imperative that data is collected as outlined in the program. Programs are tracked for the participant using Therap.

## **C. FINANCIAL RECORDS**

The management of participants' personal funds is an area of great responsibility and liability. It is imperative that adequate documentation be maintained while allowing participants access to their money. Accurate ledgers must be maintained for participants' petty cash, food stamps, gift cards, checking and savings accounts. A personal possessions inventory must be updated at least annually and is to be completed within 3 days of moving to a new ABLED, Inc. operated setting.

See Funds Management Procedures for additional information.

## **D. MEDICAL RECORDS**

Unless otherwise assigned in the ISP, ABLED, Inc. must take reasonable steps to assist and support participants in obtaining health services consistent with their needs and maintain documentation of such services. The participant's medical file is maintained on Therap. Therap should include a current photo, physician's name and contact number, relevant medical information such as medical conditions, diagnosis, current medications orders and allergies, current consents (must be updated annually) along with the name and contact numbers of the persons to be notified in case of an emergency.

Additional documentation which may be maintained in ABLED, Inc. medical files or on Therap include but are not limited to documentation of medication administration schedule with current physician's orders for medications, documentation of an illness, injury, and other health concerns of care or treatment, records of visits to the physician or other health care professionals along with their recommendations.

Participants receiving services from ABLED, Inc. are to have annual physical and dental evaluations unless the medical practitioner identified the need for these evaluations on an alternative schedule. The alternative schedule must be reviewed by the participant's ISP team and documented in the ISP.

The ABLED, Inc. residential staff or the participant's family or guardian are responsible for the completion of the above-mentioned examinations and for routing copies of contact forms to the ABLED Executive Team within 72 hours following the appointment.



## IV. COMMUNICATION

An essential skill all successful ABLED, Inc. staff must have is the means to communicate effectively with others. How each staff communicates with others within the organization has a great impact on the quality of life of the people we support.

The positive relationships or lack thereof can mean the difference between success and failure. The more effectively we communicate with others, the more satisfying and successful the lives of the people we support.

### **A. PRINCIPLES OF POSITIVE COMMUNICATION/RELATIONSHIPS**

#### **Respect People's Differences**

Each person who is affiliated with ABLED, Inc. is unique. All of us may approach life and work differently. While this may be a challenge for some of us, each person deserves "respect" for his/her feelings and values.

#### **Think Positive!**

It is important that the focus of our communication with others is positive. We all need to work at being positive thinkers. It is certainly easier to talk to and respond to people who are positive thinkers, and it will have positive impacts on the people we support.

#### **Acknowledge the People You Work With**

Talk to each other on a regular basis. Say "Good morning!" and always answer the phone with a smile. Remember we all have bad days and at times that one "positive" comment or compliment can make it more bearable.

#### **Listen to Others**

Really listen to co-workers when they talk to you. Your communication will be much more effective if you understand the other person's point of view. Restate his/her position so that he/she knows that you understand. Ask him/her to repeat if you do not understand.

#### **Appreciate Others**

Just as you want support and appreciation for the job you do each day, show the same consideration for the people you support and your co-workers.

#### **Pitch In and Help Out!**

All ABLED, Inc. staff should try to go beyond their job description by thinking outside of the box or by going that extra mile. Do your best, pitch in, and help out when you can and do not let people down.

#### **Live Up to Your End of the Job**

ABLED, Inc. has certain expectations of you and so do your co-workers. Always do your job to the "best" of your abilities. Do not look for the easy way out or try to ask a co-worker to do "part of your job". Be a problem solver and remember to always seek improvement in all that you do.



### **Respect People's Time & Priorities**

At times, you will be working under pressure and deadlines. Respect your coworkers' need for concentration. Remember that each of us has a different "style" so it is important to respect differences among your co-workers.

### **Be Willing to Admit your Mistakes and Apologize Gracefully**

Co-workers understand that mistakes happen and that we do not intentionally make them. It is best to admit when you are wrong or made a mistake, learn, and move on.

### **Invest in Other Parts of Your Life**

Make sure that you are taking care of yourself and that your non-work life is enriching. You should partake in hobbies, sports, exercise, reading, travel, and socializing. Your job and the people you work with cannot be the sole focus of your life.

### **Understand that Life at ABLED, Inc. Will Not Always Be Perfect**

There will be times when you have regulatory agencies, people you support, coworkers, bosses, etc., whom you do not like or with whom you disagree. If you find that you absolutely cannot work with certain people, then you may need to look for another job. ABLED, Inc. will make every effort to ensure you are in the position best suited for your happiness and wellbeing whether or not that is working for ABLED, Inc.

## **B. STAFF COMMUNICATION**

ABLED, Inc. will use the Therap system to record all daily logs (TLogs) and General Event Reports (GERs). All staff will be trained on how to use Therap. See the Therap procedures for more detail. The following information is to be recorded in Therap.

### **TLogs**

TLogs are narrative descriptions used to document activities, events, and staff observations. In situations in which several staff persons may be involved with the same participants at different times, TLog entries are a valuable way for staff to communicate necessary information to each other.

TLogs may include:

- a. Non-routine activities occurring in the community.
- b. Notations of all incidents, including a brief description.
- c. Information about visitors.
- d. Positive and negative behaviors displayed.
- e. Any information or observations needed for evaluation purposes.
- f. Any illnesses and any medication changes that have occurred.
- g. Any other information relating to participant behaviors or attitudes.

All TLog entries should be concise and accurate. Entries should be worded in behavioral terminology and stated clearly. If included, opinions must be identified as such and presented in a constructive manner.



## **General Event Reports**

GERs are used to share important information regarding participants and the services they receive. See the General Event Reporting Procedures for more information.

GERs should be completed for the following:

- a. Medication errors (e.g., missed medications, contaminated medication, refusal, inventory error, etc.)
- b. Medical needs (e.g., illness or injury).
- c. Behavior issues (e.g., confusion, aggression, self-injurious behaviors, physical restraint, destruction of property, etc.)
- d. Progress/positive (e.g., someone does something really positive, is making great progress in a certain area, gained a new skill, had a wonderful new experience, etc.).
- e. Financial errors (e.g., petty cash balance inaccuracy, account not balanced in 10 days, etc.).
- f. Incidents of abuse and neglect (e.g., observations of mistreatment of participants and if in doubt, contact your supervisor). This includes self-abuse by the participant.

GERs should include the detailed factual description of what actually occurred.

### **Instructions for Completing**

ALL GERs must be completed in Therap! Therap will guide you through the process and ensure all fields are properly completed. See the General Event Reporting policy.



## **V. MEDICATION ADMINISTRATION**

As part of New Staff Training, you may be required to complete medication administration training. If you will be administering medications, this is required training and certification. Our RN will train you for certification. You cannot administer medications until you have completed the training. For further details please read: ABLED, Inc. Medication Administration Procedures.



## VI. EXTERNAL SURVEYORS

External organizations send their staff to survey ABLED, Inc. on occasion. These can be government regulatory or funding agencies (local, state, federal), advocacy organizations, or national accreditation counsels.

Procedures are in place to protect participants' dignity and privacy, to maintain individual centered services during surveys and to foster mutually respectful interactions between ABLED, Inc. staff and surveyors.

Requirements for ABLED, Inc. staff and external surveyors are summarized below. Refer to the specific protocols for detail and rationale.

ABLED, Inc. administration will:

1. Meet with the survey team at the beginning of a survey to establish credentials and assist, as needed, in survey logistics.
2. Help survey teams obtain needed information throughout the survey period.
3. Promote a cooperative staff attitude.
4. Establish with the survey team the time, place, and participants for the exit interview.

ABLED, Inc. staff will:

1. Protect participants' dignity and privacy during surveys.
2. Maintain programming and other client-centered activities.
3. Respond politely and concisely to questions related.
4. Refer surveyors to administrative staff for answers to administrative/management questions.
5. Expect to be treated with courtesy.

Surveyors will:

1. Check in with administrative staff at the beginning of the survey.
2. Interfere minimally with participant centered services.
3. Treat participants served and staff courteously.
4. Conduct an exit interview with ABLED, Inc. staff.



## **VII. COMMUNITY INTEGRATION**

ABLED, Inc. supports participants with becoming integrated in their communities in accordance with the US Supreme Court 1999 Olmstead Ruling. The community is a place where people meet and interact with friends, families, neighbors, co-workers, etc. These opportunities and experiences give people a sense of belonging and connection. When participants join in the life of the community, they meet friends and peers and participate in the variety of activities and experiences that the community offers.

Participants develop new roles, develop relationships, build alliances, and discover new possibilities.

### **A. RECREATION AND LEISURE**

People enjoy recreation and leisure opportunities. Each person has the opportunity to enjoy leisure time, both alone and with others. Staff will assist participants in exploring a variety of recreation options, so that each person may develop a base of experiences from which to make choices.

Participants are encouraged to access community activities, to volunteer as indicated by personal interest, and to participate in clubs and civic organizations of individual choice.

### **B. SPECIAL ACTIVITIES OUTSIDE THE COMMUNITY**

1. Events which constitute special activities are defined by the ABLED Executive Team.
2. Community is defined in this section as the area in which residents of a town or city routinely carry out commercial, recreational, and personal transactions. Community frequently encompasses the district in which a town is located.
3. Staff must notify the ABLED Executive Team before special activities outside the community take place.
4. Minors and adults with legal guardians must have consents on file prior to taking part in certain activities.
5. Staff must have proof of insurance coverage on file with ABLED which includes a minimum insurance coverage for bodily injury liability of \$25,000 per person, \$50,000 per occurrence, and \$25,000 property damage liability. A minimum of \$300,000 in liability coverage is recommended.
6. All activities are to be supervised by staff approved by the ABLED Executive Team. All supervising staff must have emergency and ABLED, Inc. phone numbers in case of an emergency or crisis.
7. Adequate personal information must accompany participants when they go out of town. At a minimum, this should be the name and phone number of an emergency contact person. Additional information is at the discretion of staff.



## VIII. SAFETY AND MAINTENANCE

All environments contain a reasonable amount of risk. However, ABLED, Inc. wants participants to live and work in the safest settings possible. We want participants to be prepared to handle emergency situations (e.g., fire, tornado, etc.) if they arise.

### **A. FIRE SAFETY**

A staff person's primary responsibility is the safety of people served, not fighting fires or removal of personal belongings, furniture, or ABLED, Inc. records.

#### **Residential Services**

At least one written fire evacuation plan needs to be posted on each level of the facility. This includes:

- A map or diagram of the home showing the pathways for exiting the facility.
- Instructions for and the location of fire alarm pull stations, if available.
- The location of fire extinguishers.
- Procedures for notification of the fire department and ABLED, Inc. staff including appropriate telephone numbers
- Instructions for evacuating the facility, including designating a safe place for people to meet once they have left the facility.

#### **Fire Drills**

- Conducted at least once each month at all facilities.
- Conducted both on weekdays and weekends at residences.
- Conducted at varying times of the day and under varying circumstances, e.g., morning and evening, during mealtimes, with an exit blocked to simulate a possible fire situation, etc.
- Documented in Therap.
- Reviewed by the designated person and any problems noted are addressed.

Fire evacuation plans and fire drill requirements are reviewed at least annually with all staff where continuous services are provided. Documentation of that review is kept on file via staff meeting minutes, staff development forms, etc.

#### **Day & Respite Services**

While specific written and posted evacuation plans and regularly scheduled fire drills are not necessarily required, staff are encouraged to periodically review evacuation procedures with participants. Specific plans and drills may be required at the discretion of the ABLED Executive Team.

### **B. TORNADO AND SEVERE WEATHER SAFETY**

Tornados and severe weather are relatively common and can develop quickly in Nebraska, particularly in the spring and summer months. If conditions are such that severe weather appears likely, local radio and TV stations are the best source of information.



Tornado Watch means that weather conditions are such that a tornado could develop. Tornado Warning means that a tornado has been sighted in the immediate vicinity and you must take cover immediately, whether or not civil defense sirens have sounded.

The safest location during a tornado is the center of a basement and away from windows. If possible, it is prudent to sit under a heavy table and cover your head with a pillow or heavy blanket.

In public buildings such as office buildings, movie theaters, shopping centers, and restaurants, go to an interior hallway on the lowest floor or to a designated shelter area.

In open country, move away from the tornado's path at a right angle. If there is little or no time, lie flat in the nearest depression or ditch with your hands shielding your head. Do not try to outrun the tornado.

### **Residential Services**

At least one written tornado plan is posted on each floor. The plan should include:

- A map or diagram of the home showing the pathways to the safest location.
- A description of specific staff responsibilities, particularly the movement of people who are non-ambulatory or might have difficulty in quickly getting to the safest location.
- The location of a battery-operated radio and flashlight.
- Specific instructions concerning where people should go if there is no basement, e.g., to a neighbor's home.

### **Tornado Drills**

These are conducted at least once each month during the months of April, May, June, July, August, and September and can be conducted both on weekdays and weekends at residences. ABLED, Inc. recommends running both tornado and fire drills on the first day of each month.

### **Day & Respite Services**

While specific written and posted evacuation plans and regularly scheduled tornado drills are not required, staff are encouraged to periodically review safety procedures with participants. Specific plans and drills may be required at the discretion of the advisory committee.

## **C. EMERGENCY TELEPHONE**

### **Residential Services**

Participants will be instructed on emergency telephone numbers and where posted in the home:

Fire department.

Police department.

Rescue squad or ambulance.

Poison control.

Emergency number if available.

Pertinent ABLED, Inc. numbers which may include phone numbers of specific staffs such as the Chief Operations Office, Residential Support Coordinators, Vocational Coordinators, etc.



Emergency calls should include the following procedures:

Identify yourself.

Describe the specific emergency, including whether there are any injuries requiring a rescue squad.

Give your location or address.

Never hang up first, always wait for additional questions and/or for the other person to hang up first.

### **Day & Respite Services**

While specific written and posted emergency telephone numbers are not required, staff is encouraged to help participants post such lists by each telephone. In addition, staff is encouraged to periodically review the numbers and calling procedures with persons supported. Written and posted telephone lists may be required at the discretion of the area management team or as determined by the participant's ISP team.

### **D. SAFETY/MAINTENANCE CHECKLIST**

ABLED, Inc. conducts home visits as often as monthly. The Therap checklist is completed for each visit.



## **IX. SOCIALIZATION/SEXUALITY**

As part of New Staff Training, you may be asked to review ABLED, Inc.'s procedures on socialization and sexuality. Participants have sexual needs. Staff may need to work with participants to ensure they express their sexuality in appropriate and acceptable ways.



## **X. NUTRITION**

Participants living in an ABLED, Inc. supervised setting should receive nourishing, wellbalanced meals. Within this framework, ABLED, Inc. encourages individual choice in matters of food choices. However, staff is expected to use meal planning, meal preparation and mealtime as teachable moments. Staff is to assist participants in making informed choices regarding the foods that they eat so that they can participate in the development of their healthy eating plan. This includes the purchasing of necessary food items along with preparing and servings of the meals.

Modified diets for participants are only implemented with recommendations from qualified medical personnel, and approval by the participant, his or her legal representative, if applicable, and the Individual Support Plan team. Such modified diets, if approved will be accompanied by a formal training program if needed. The program shall include alternatives should the participant refuse the modified diet at a later date. If the participant does not choose to participate in the modified diet, it will not be implemented unless approved by the Rights Review Committee.



## STAFF DEVELOPMENT FORM

Please complete this form in its entirety and return it to the trainer or supervisor. It will be placed in your personnel file to document that you have completed the training and have acquired the necessary information to competently perform your job.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

ABLED, Inc. Date of Training: \_\_\_\_\_

Title of Training: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Organization Sponsoring Training: \_\_\_\_\_

Location: \_\_\_\_\_ Total hours of training: \_\_\_\_\_

Objectives of training:

What are three things you will do differently in your job as a result of this training?

Is there any additional information you now realize that you need as a result of this training?

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

This section to be completed for ABLED, Inc. required competency-based training only.

\_\_\_\_\_ has satisfactorily completed the required work and has demonstrated competency as defined by ABLED, Inc.

Signature of Trainer: \_\_\_\_\_

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