

PROGRAM POLICY - SUPPORTED/INDEPENDENT/TRANSITIONAL LIVING

General

Policy No. 300.2.2

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- 1 It is the intent of OPTIONS Board of Directors and employees to comply with all rules and regulations as set forth by State of California Department of Developmental Services (DDS), the Regional Center, laws of the State of California, local laws, and any other rules as may be applicable to the proper and safe functioning of OPTIONS Supported/ Independent and Transitional Living Services.
- 2 Protocol for visits from Department of Developmental Services, Regional Center, other State Personnel, and/or OPTIONS Staff:
 - 2.1 Persons served receiving support in its Supported/Independent and Transitional Living services own or rent their own space; therefore, all visitation will be at the discretion of the person served.
 - 2.2 OPTIONS staff will provide services to persons in Supported/Transitional Living with written or verbal notification before visiting any person at their home. It will be understood that the person has the right to decline the visit. An exception will be made when the ID Team deems that a person is at risk or when Community Support Specialists are scheduled to provide regular support services.
- 3 Licenses
 - 3.1 OPTIONS Supported/Independent and Transitional Living Services are non-licensed.
- 4 Identification of persons served
 - 4.1 Each person receiving Supported/Independent and Transitional Living Services will be positively identified by a photograph in their record. Photographs are taken with the permission of the person served and will be periodically updated as needed for identification purposes.
 - 4.2 The name of the person, the date the photo was taken and the address of the residence in which the person resides will be documented.
 - 4.3 An Identification and Emergency Information Form will be kept in the person's file and updated annually or as needed.
- 5 Language/Communication Barriers
 - 5.1 OPTIONS Supported/Independent and Transitional Living Services are sensitive to language barriers of persons served and employees. The Supported/Independent and Transitional Living Services will obtain

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interpreters or other translation resources when necessary to facilitate effective communication.

6 Notification of Governmental Agencies

6.1 The Chief Executive Officer will notify each person served in Supported/Independent and Transitional Living Services and the Regional Center or other designated representative via telephone, immediately if there is intent to disrupt or discontinue services; or upon the threat of a walkout of a large number of employees, earthquake, fire, natural disaster or damage to OPTIONS that threatens the safety or welfare of persons served.

7 Rights and Responsibilities will be available to persons served at all times and will be reviewed at least on an annual basis. See policy #200.4.3 Rights of Persons Served.

8 Guardianship Responsibility

8.1 No licensee, owner, administrator, employee or representative thereof will act as guardian or conservator of any persons served or their estate.

9 Communicable Disease (employee and person served)

9.1 Any employee known to have a communicable disease, or any employee exhibiting symptoms or signs of same will not be permitted to work in the Supported/Independent and Transitional Living Services until such time as the employee appears to be sufficiently free of any signs or symptoms of a communicable disease. A physician's certification or clearance to work is required for any contagious disease reported to the local health officer in accordance with Title 17.

9.2 All employees will be subject to a mandatory tuberculosis screening at the time of employment and at any other time when medically indicated. Person's served will be provided screening as prescribed by their physician.

9.3 All employees will receive a mandatory medical history and physical examination at the time of employment that shows that the employee to be sufficiently free of communicable disease and/or other health conditions that may create a hazard for the employee, co-worker's, persons served or visitors, or would significantly affect fulfillment of job duties.

9.4 Persons served in Supported/Independent or Transitional Living Services

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must present a medical history that shows them to be sufficiently free of communicable diseases and/or other health conditions that may create a hazard for the person, others or visitors, or would significantly affect ability to participate in service activities. If such documentation is not available OPTIONS will assist the person in obtaining medical care as needed.

- 10 The following information will be available in an area which is easily accessible to both employees and persons served:
 - 10.1 Emergency phone numbers including: medical emergency, OPTIONS staff support, police, fire, ambulance, and third party representatives.
 - 10.2 OPTIONS Emergency plan
 - 10.2.1 OPTIONS' Emergency plan may also be found on the website at www.optionsfs.org
- 11 The following items will be maintained at the Transitional Living office at all times:
 - 11.1 Record file for each person served
 - 11.2 First aid supplies
 - 11.3 Emergency supplies including, but not limited to, flashlights, water, food, etc.
 - 11.3.1 Persons served in Transitional Living are encouraged to maintain a personal emergency disaster "go kit" in each apartment to include but are not limited to flashlights, water, snack, blanket, personal comfort item, important phone numbers, etc.
 - 11.4 Evacuation Plan
 - 11.5 Cleaning supplies
 - 11.6 Fire detection devices
 - 11.7 Fire extinguisher
- 12 Supported/Independent and Transitional Living Services staff members will contact the On-Call Supervisor in the event of any emergency.

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