

PROGRAM POLICY - SUPPORTED/INDEPENDENT/TRANSITIONAL LIVING

General

Policy No. 300.2.2

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- 1 It is the intent of OPTIONS' and employees to comply with all rules and regulations as set forth by the State of California Department of Developmental Services (DDS), the Regional Center, the 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 Supported/Independent and Transitional Living services own or rent their own space; therefore, all visitations will be at the discretion of the person served.
 - 2.2 OPTIONS staff will provide services to persons in Supported/Independent and Transitional Living with written or verbal notification before visiting any person at their home. The person receiving support has the right to decline the visit. An exception will be made when the ID Team deems that a person is at risk of harm. Persons may arrange a regularly scheduled time to meet with staff.
- 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 on an identification and emergency information form.
 - 4.2 The 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 between persons served and employees. The Supported/Independent and Transitional Living Services will obtain interpreters or other translation resources when necessary to facilitate effective communication.

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6 Notification of Governmental Agencies

6.1 The Chief Executive Officer or designee 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 of OPTIONS 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.

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. Persons 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 the employee to be sufficiently free of communicable disease and/or other health conditions that may create a hazard for the employee, co-workers, persons served or visitors, or would significantly affect fulfillment of job duties.

9.4 Persons served in Supported/Independent or Transitional Living Services 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,

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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, police, fire, ambulance, and third party representatives.
 - 10.2 OPTIONS' Emergency plan/Continuation of Operation Plan (COOP) may be found at each program site as well as on the website at www.optionsfs.org
 - 10.3 The procedure for contacting an on-call supervisor is posted at each program site. Persons receiving services in Supported Living and Independent Living may contact any OPTIONS program for additional information in an emergency situation.
- 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 all Supported and Independent Living Services, including Transitional Living and Tunnell are encouraged to maintain a personal emergency disaster "go kit" in each apartment to include but are not limited to flashlights, water, snacks, 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 after regular business hours.

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