



## Core Comp folders

- **NEO Class 19**, is kick off class for program wide Core Comp folder use (**Wed., Sept. 29<sup>th</sup>, 2010**)
- Folders arrive at homes **Monday, October 25<sup>th</sup>** (NEO Med Administration Class is the last scheduled Central Training class and **requires grading time** – which in **rare cases will delay the folder delivery.**)
- **Central Training** and **VOC** will coordinate the delivery of folders to the assigned houses

## Folders (red general / green nurse)

- Store “Folders” in SMs Office
- Reason for folders
  - Highly visible (less likely to be misplaced)
  - Collectively process all NEO’s training/tracking
    - HR/Central Training
    - In House Training
    - Transfer
  - Collectively stored for ease of retrieval & review

## NEW NEO Class Tracking Sheet

Drop down menus will be available for tracking, review status and contact information as needed by Training, HR and Central Office Managers.

NOTE: NEO’s hire date/ 30 - 90 day deadlines / assigned house and trainers.

Drop down menus contain “lists.” Click cell to access list options or type in information manually. Reference class schedule for required initials from Central Trainer(s).

Med Admin drop down: <85%. Select NEOs name from list and notify HR immediately.

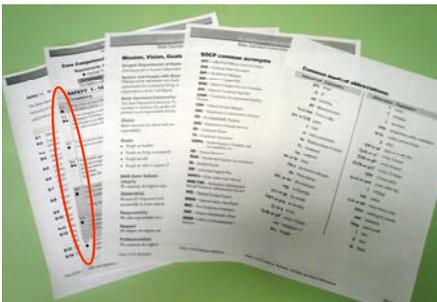
Pending deadlines

Proposed folder delivery

Return to Central Training

NEO with less than 85% - HR is notified

## NEW Employee Reference CC



## NEW Employee version contents

- Employee’s responsibility to know, and
- Reference materials for review
  - Mission, Vision, Goals and Values
  - SOCP common acronyms
  - Common medical abbreviations
  - SOCP Core Comps by number: where to get information and links

## HR begins folder process (Cover)

- **Human Resources (HR)** video(s) & powerpoint presentation
- Employees name
- HR signature on cover & initials inside

## Cover: Back page



## Section 1: Process checklist

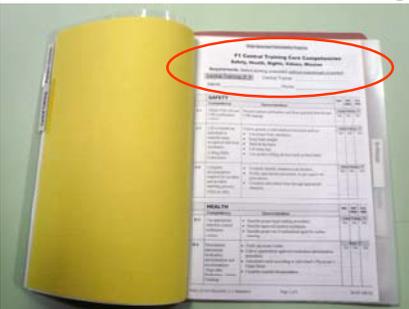
### HR checklist

- R4, R5,
- R6, R8,
- M3
- Weapons policy **NEW**



MISSION and POLICIES		Date	Staff Initials	Enroll Initials
M-3	Competency			186-11
	Demonstration		302	304 / 304
	Describe the mission and value statement of the organization. <i>Paraphrase orally or in writing.</i>			
	Describe "Weapons" policy. <i>Paraphrase orally or in writing.</i> <b>NEW</b>		304	304

## HR delivers folders to Training Section 2: Central Training



## Trainers: checklist

- **Central Trainer(s):**
  - Cover signatures/date
  - Inside corresponding check boxes / trainer initials/NEO initials & date
    - **OIS:** S5-6; R1-3; V2-8, V13, V15
    - **AHA:** S1, H5
    - **Med Admin:** **H6**

## Section 1: Nurse "H6" process

H-6	Demonstrate appropriate medication administration and documentation. (Sign after Medication Admin. Training)	<ul style="list-style-type: none"> <li>Verify physician's order.</li> <li>Follow organization's approved medication administration procedures.</li> <li>Administer meds according to individual's Physician's Order Sheet.</li> <li>Complete required documentation.</li> </ul>	<table border="1"> <tr> <td colspan="4">Nurse - FI</td> </tr> <tr> <td>104</td> <td>104</td> <td>104</td> <td>104</td> </tr> </table>				Nurse - FI				104	104	104	104
			Nurse - FI											
104	104	104	104											
Policy #2.010 TRAINING F-1 Mandatory Page 1 of 4 BUFF (08/10)														

<http://www.dhs.state.or.us/spd/tools/dd/socp/memorandums.html>

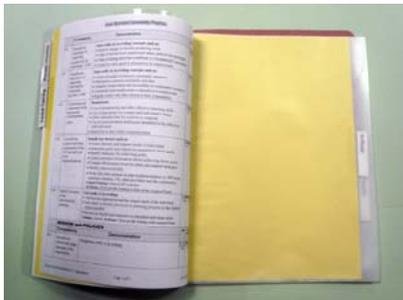
- Beginning April 1<sup>st</sup>, 2010 – staff who do not received 85% or better will be required to attend class until they receive a score of 85% or better.

## Section 1: H6 Central Training

- Nurse Trainer – will notify HR if NEO's does not received 85% or better and update the "Tracking Sheet."

Med Admin drop down: <85%.  
Select NEO's name from list and notify HR immediately.

## Training (plastic sleeve contents)



## Plastic sleeve contents

- In House follow up (Green)
- Transcription Knowledge form (white)

Central Training keeps copies of:

- Incomplete Transcription Knowledge forms
- Scans of AHA, OIS and Driver Safety Cards

## Transcription Knowledge form

## In House follow up

## Delayed "folder" deliveries

When **NEO Med Administration** class is late in the Central Training schedule, there **WILL** be a delay in the "folder deliveries to the houses."

Date	Class	Core Comp checkoff	Trainer	Room
9/29	Emergency/Occ.		Rick Tate	Onsite
9/30	NEO HR/House	onli, N4-6, N4, N3, Weapons	Ron Wiggins	Deschutes
10/1	AHA	(AHA) 21, H5	Rick Tate	Workup
10/4	Control Resolution		Rick Tate	Workup
5/7	OS	30-33-4, 41-3, 42-4, 43, V1	Zimmer/Peter	Workup
10/8	Autism/OCD		Tara, Rick	Workup
10/11	Verbar C		Peter, Keith	Workup
10/13	NEO Med Admin	MED: H6	Tara, Rick	Workup
10/16	NEO House		Phyllis/Don, Lutz	Onsite

## Deliveries in confidential envelope



## Estimated delivery date

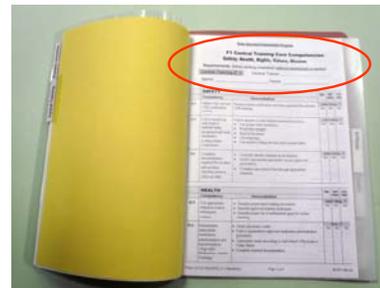
NEO Class 18 -- Hire date: Friday, September 10, 2010  
 30 day: Friday, Oct. 9, 2010    60 day: Friday, Nov. 5, 2010    90 days: Friday, Dec. 3, 2010

Employee name	STEPHANE BRILEY	BRIDGET FANWIG	ALICIA ZELAYA	SANDRA BRUGER	JULIAN BOORE
Classification	MTT2	MHTT	MHTT	MHTT	MTT2
Home assignment	Chavez	Discovery	Smith	Hampden	Hawthorne
BVS1s	Shaw, Tara	Barrish, Emily	LaFramboise, Catherine	Hunter, Alya	Chen, Cara
BVS2s	Harrison, Nathan	Hill, Aaron	Goodman, Nathan	Taylor, Matt	Bolan, Shannon
Nurses	Muir, Mike	Muir, Mike	Muir, Mike	Muir, Mike	Chester, Clara
Site Manager	Woods, Jeff	Morgan, Allison	Lundy, Jennifer	Stellingsma, Bob	Rob, Roger

Estimated folder delivery date

**NOTE: NEO Class 19 – Folder delivery will be Monday, October 25<sup>th</sup>.**

## Section 3: In House training



## Section 3: In House training

- Site Manager, BVS1, BVS2 and Nurse

State Operated Community Program  
**F-2 In-House Core Competencies**  
 Safety, Health, Rights, Values, Mission  
 Requirements: Before working, unassisted, on-site, emergency, on-site

In-House (F-2) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Site: \_\_\_\_\_  
 Date of hire: \_\_\_\_\_ Evaluator: \_\_\_\_\_ At Home: \_\_\_\_\_

Competency	Demonstration	Site	Staff	Unit	Initial
S-2 SM	Locate emergency notification information including when to be informed of an emergency, how, and in proper order.				
S-3 SM & BVS	Follows posted emergency procedures.				

## NEW Competencies with additional check off prompts

Q&A and examples:  
 What is 30d stand for? OARS state this *must* be trained within 30 days of hire.  
 What is 3M stand for? OARS state this *must* be trained within 3M or 90 days of hire.

Competency	Demonstration	Site	Staff	Unit	Initial
S-9 BVS2 Nurse	Safety operate work environmental equipment: Demonstrated proper operation of equipment: Plumes fixtures, Kitchen appliances, Fire alarm shut off, Gas shut-off, Press buttons, Medical equipment (e.g. Respiratory orientation) (i)				
S-2 SM	Locate emergency notification information including who is to be informed of an emergency, how, and in proper order.				

## Use of tracking sheet

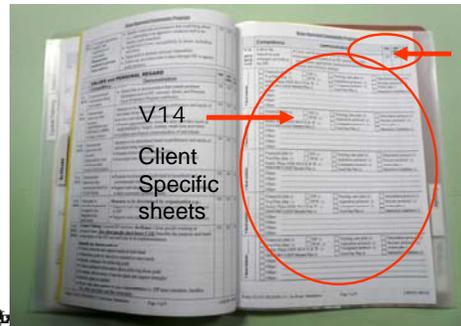
NEO Class 18 -- Hire date: Friday, September 10, 2010

30 day: Friday, Oct. 8, 2010    60 day: Friday, Nov. 5, 2010    90 days: Friday, Dec. 3, 2010

Employee name	STEPHANE BRADLEY	SHODDET FINEGAR	ALICIA DELAYA	SANCHA RUSSER	ALJAHN BOORE
Classification	WTF2	WTF2	WTF2	WTF2	WTF2
Work assignment	Chemist	Discovery	Shift	Maintenance	Research
Supervisor	Hamilton, Lori S	Hill, Aaron	Goodman, Nathan	Taylor, Matt	Baker, Shannon
Phone	Multi, 516	Multi, 516	Multi, 516	Multi, 516	Chrisler, Gary
Site Manager	Mosius, Tim	Mosius, Rossana	Largo, Guente	Bess, Tina	Rix, Peter
Regular estimated return	Oct 18 VOC return				

Central Office's tracking sheet is intended to provide 30-90 day reminders, and assigned trainers.

## NEW In House (client specific sheets)



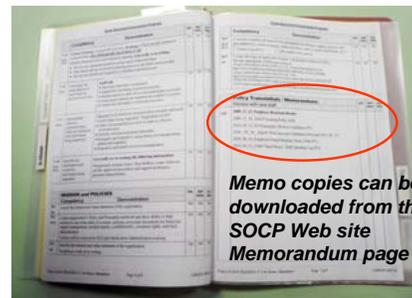
Within 3M or 90 days

## DHS 4586 Client Specific sheets

### GREEN In House / BLUE Transfer

MUST have employee's name

## NEW Memos (review with NEO)



Memo copies can be downloaded from the SOCP Web site Memorandum page

## Memos (located on web site)

SOCP Main web page: <http://www.dhs.state.or.us/spd/tools/dd/socp/>

### Policy, Procedures and Guidelines

- SOCP policy, procedures and guidelines assist SOCP employees with worksite practices.
- SOCP Memorandums formally announce/amended program wide policy, disseminate general information or request an action by a given date.

SOCP Memos page:

<http://www.dhs.state.or.us/spd/tools/dd/socp/memorandums.html>

### SOCP Memorandum(s)

Issue date	Effective date	Type of memo	Subject	Author - Distribution
11/29/06	11/29/06	Contract related	Staff meal clarification	DB/Coleen Savage
10/23/07	10/23/07	Information Memo (IM)	House Rules/Cleaning List	Laura Traeger
01/29/08	01/29/08	Policy Transmittal (PT)	ISP Standards/Expectations	Laura Traeger
03/20/08	03/20/08	Contract related	Quadrant "Offer" Order	Laura Traeger
04/29/08	04/29/08	Information Memo (IM)	Fire Escape/Exit Training	Brad Heath
08/22/08	08/22/08	Information Memo (IM)	iSoMRS Current Process	Laura Traeger
08/26/08	08/26/08	Policy Transmittal (PT)	\$100 Purchase Authorization	Deanna Bathke
12/05/08	12/05/08	Information Memo (IM)	OIS Oversight Month Practice	Brad Heath
12/22/08	12/22/08	Contract related	Employee Restroom Breaks	Deanna Bathke
02/20/09	02/20/09	Policy Transmittal (PT)	Criminal History Check	DHS Agency Wide
02/24/09	02/24/09	Policy Transmittal (PT)	Electronic vs. Printed Ych	Deanna Bathke
04/01/09	04/01/09	Information Memo (IM)	OT Manual Forms Process	Deanna Bathke
05/22/09	05/22/09	UPDATE	iSoMRS Process UPDATE	Laura Traeger
07/14/09	07/14/09	Information Memo (IM)	Dressing for Work	Deanna Bathke
07/29/09	07/29/09	Policy Transmittal (PT)	Phone PPHs	Brad Heath

Updates to SOCP Training page  
**Section 3: Duties/Responsibilities**

State Operated Community Program In-House training duties / responsibilities			
Site Managers (NM)	BVS1	BVS2	24-Hour Nurses
<input type="checkbox"/> Guidelines	<input type="checkbox"/> Van Payroll Data	<input type="checkbox"/> Van, trailer and vehicle training	<input type="checkbox"/> Nursing Care Plans
<input type="checkbox"/> 911 Emergency Services	<input type="checkbox"/> Client Intake and Client Daily Planner (incl. etc.)	<input type="checkbox"/> 911 Support Line or Referral Health Unit	<input type="checkbox"/> 911 Post-Dispatch/Dispatch Health Unit
<input type="checkbox"/> Code of Conduct *	<input type="checkbox"/> Task Analysis Tool (incl. etc.)	<input type="checkbox"/> Staff / Employees Plan (incl. etc.)	<input type="checkbox"/> Range of Motion (ROM)
<input type="checkbox"/> Cell Phone Usage *	<input type="checkbox"/> Safety Plan (incl. etc.)	<input type="checkbox"/> Fire Extinguishers (incl. etc.)	<input type="checkbox"/> Out-Of-Hospital (OHP) use
<input type="checkbox"/> House Calls	<input type="checkbox"/> LONE Care (incl. etc.)	<input type="checkbox"/> Fictitious Resident Plan (incl. etc.)	<input type="checkbox"/> Non-Client relationship specifics
<input type="checkbox"/> House Rules	<input type="checkbox"/> Van Fire (incl. etc.)	<input type="checkbox"/> Social Day Plan (incl. etc.)	<input type="checkbox"/> Certification
<input type="checkbox"/> Money Values/Transcripts	<input type="checkbox"/> Change Forms (incl. etc.)	<input type="checkbox"/> Incident/Injuries (incl. etc.)	<input type="checkbox"/> Segregation
<input type="checkbox"/> M.A.	<input type="checkbox"/> In-act Procedures (incl. etc.)	<input type="checkbox"/> OHP Oversight	<input type="checkbox"/> Seizures
<input type="checkbox"/> Mandatory Reporting/Issues	<input type="checkbox"/> New Van Routine Orientation	<input type="checkbox"/> SOCP Care (incl. etc.)	<input type="checkbox"/> Medication
<input type="checkbox"/> House Transcripts/Ref. Cash	<input type="checkbox"/> New Client Transfers	<input type="checkbox"/> Medication Follow-up/Gen. Assmt.	<input type="checkbox"/> Fall care
<input type="checkbox"/> Client Care	<input type="checkbox"/> 911/911-2	<input type="checkbox"/> New Client Transfers	<input type="checkbox"/> 911 care
<input type="checkbox"/> Shipping/Consent/Memo	<input type="checkbox"/> Discharge Report (incl. etc.)	<input type="checkbox"/> Medical/Psychiatry appt.	<input type="checkbox"/> Change of address
<input type="checkbox"/> Care Values	<input type="checkbox"/> Employment Evaluation (incl. etc.)	<input type="checkbox"/> Incident Reporting (incl. etc.)	<input type="checkbox"/> Client Support care
<input type="checkbox"/> Time Captures/Schedule	<input type="checkbox"/> Incident Summary Sheet (incl. etc.)	<input type="checkbox"/> Quality Log (incl. etc.)	<input type="checkbox"/> Incident administration
<input type="checkbox"/> Incident	<input type="checkbox"/> Incident Survey Tool	<input type="checkbox"/> Daily Log (incl. etc.)	<input type="checkbox"/> Client protocol
<input type="checkbox"/> Incident Reporting (incl. etc.)	<input type="checkbox"/> Monthly Assessment Tool	<input type="checkbox"/> Behavior Observation Plan	<input type="checkbox"/> Medication administration
<input type="checkbox"/> Agency policies/procedures	<input type="checkbox"/> Incident Support Plan (ISP) Doc.	<input type="checkbox"/> Positioning, Lifting	<input type="checkbox"/> Blood Glucose monitoring
<input type="checkbox"/> Emergency Book	<input type="checkbox"/> Staff appt.	<input type="checkbox"/> Staff appt.	<input type="checkbox"/> Other
<input type="checkbox"/> Care Counts (incl. etc.)	<input type="checkbox"/> Client Transfer	<input type="checkbox"/> Urinalysis Procedures *	
<input type="checkbox"/> Client Transfer	<input type="checkbox"/> SOCP Forms / Eng. Appt.	<input type="checkbox"/> Neg B / Side Protection	
<input type="checkbox"/> POLST policy (incl. etc.)			

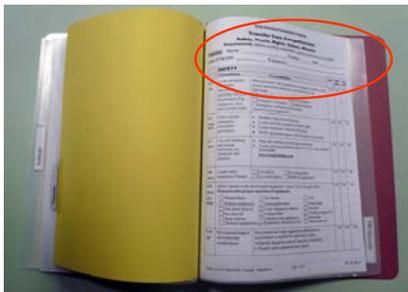
DHS 4586 Client Specific sheets  
**In House** (plastic sleeve contents)



V14  
 Client Specific sheets

MUST have  
 employee's name  
 at the top of the  
 sheets

**Section 4: "Transfer" training**



**Section 4: Transfer**

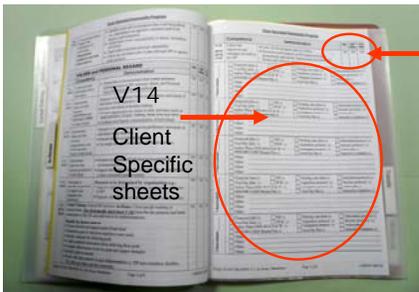
- Site Manager, BVS1, BVS2 and Nurse

State Operated Community Program  
**Transfer Core Competencies:**  
**Safety, Health, Rights, Values, Mission**  
 Requirements: Before working unassisted (unless operations manual)

Transfer: Name: \_\_\_\_\_ Position: \_\_\_\_\_ Site: \_\_\_\_\_  
 Date of transfer: \_\_\_\_\_ Evaluator(s): \_\_\_\_\_

SAFETY Competency	Demonstration	Site	Self	Unit	End	
5-2 NM	Locate emergency notification information including who is to be addressed if an emergency here, and in proper order.	When presented with hypothetical emergency situation, prevent appropriate phone call and information on individuals.	<input type="checkbox"/> Managing client	<input type="checkbox"/> Fire evacuation	<input type="checkbox"/> Natural disasters	<input type="checkbox"/> Emergency notification information (must be if not applicable)
5-3 SM BVS	Follow posted emergency procedures.	<ul style="list-style-type: none"> <li>Identifies what is an emergency.</li> <li>Locate and follow posted evacuation plan.</li> <li>Locate emergency exits and side exits.</li> <li>Notify appropriate agency and emergency personnel.</li> </ul>	Site	Unit	Site	

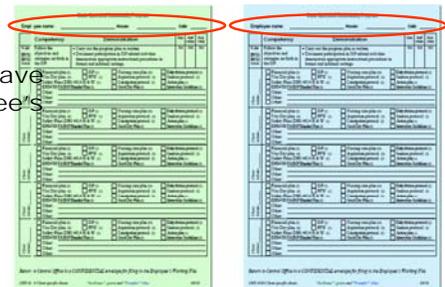
**NEW** Transfer (client specific sheets)



V14  
 Client Specific sheets

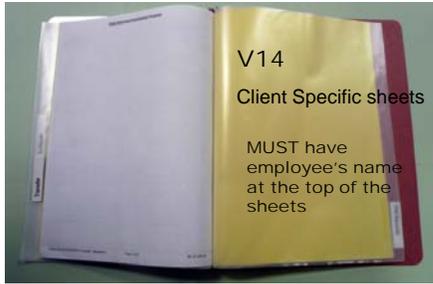
Within  
 3M or  
 90  
 days

DHS 4586 Client Specific sheets  
**GREEN** In House / **BLUE** Transfer



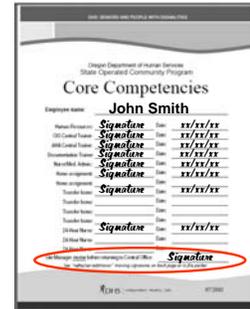
MUST have  
 employee's  
 name

**DHS 4586 Client Specific sheets**  
**Transfer (plastic sleeve contents)**



**Site Manager's signature (Cover)**

- Site Manager's provide the final review to assure all initials have been received on the inside F2 pages.

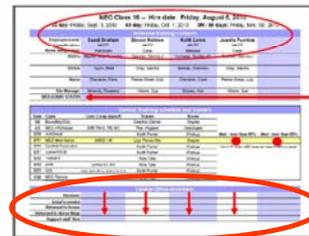


**Return to Central Office**



**Central Office**

Drop down menus will be available for tracking, review status and contact information as needed by Training, HR and Central Office Managers.



**BVS1, BVS2 and Nurse Manager** will Review folders for completeness.

Using the Tracking sheet for trainer's - initials.

**Incomplete** returned to House.

**Completed** folders are filed.

**DHS 4586 Client Specific sheets**  
**GREEN In House / BLUE Transfer**

MUST have employee's name

Sent to "Central Office" and filed in appropriate section (In House/Transfer plastic sleeve) of employee.



Copies available on the table / through central office

**NEO 18 Contact list**

**NEO 19 Contact list**  
 (Waiting for names)

