

 <p><b>Seniors and People with Disabilities</b></p> <p><b>State Operated Community Program (SOCP)</b> Policies and Procedures</p>	Supersedes: July 1, 2004	Policy Number: 2.001
	Effective Date: August 17, 2005	
	Approval Signature:	
Subject: Day/Employment Services		

**REFERENCE:**

OAR 309-047-0020; 411-345-0100 (4); 411-345-0110

**POLICY:**

Each individual living in the SOCP will participate in a minimum of 25 hours per week of integrated Day/Employment Services as defined within this policy. The team will review at least annually at the time of the annual Individual Support Plan (ISP) how medical, psychiatric, behavioral and physical needs impact the person’s abilities to actively participate in the plan. If the team determines that any part of the 25 hours of integrated Day/Employment Services will not be integrated into a community setting, the Program Administrator must be a part of the decision and this will be documented on the ISP. If an individual is unable to participate in 25 hours of integrated service, the additional time to equal 25 hours will be scheduled via Daily Living Activities as defined within this policy.

**DEFINITIONS:**

Daily Living Activities: those alternative/leisure activities done at home or in nonintegrated community settings measured in hours. These are scheduled activities of interest to the individual done in the home/yard or non-integrated community settings. An activity is only considered Daily Living when a direct care staff, friend or family member is engaged and participating in the activity along with the individual. Working alone on a craft project or watching TV is not a Daily Living Activity. In situations where the team has determined that an individual is unable to engage in 25 hours a week of integrated services they must make up the difference to total 25 hours with Daily Living Activities.

1. Ideas for Daily Living Activities can/should come from the Lifestyle Assessment and Interest Survey completed at least once a year at the time of the annual ISP.
2. Daily Living Activities can be done in a community setting but are not integrated into the community by definition of “integration.” For example:
  - a. If an individual chose to go to the wildlife refuge to see the migrating geese and did so without getting out of the vehicle/having any contact with others outside their home, they would get Daily Living Activity hours.
  - b. If an individual went to the drive-thru to purchase a pop they would get Daily Living Activity hours (not integrated). If, on the other hand, they went into the restaurant, put in their order and picked up their pop they would get Integrated Service hours.

- c. If an individual were working or doing structured socialization activities at the Facility Based Service Center they would be considered Daily Living Activities unless they leave the facility during the scheduled hours and participate in some type of “integrated” activity. That time period would be documented as “integrated” hours.
3. These activities do not include “daily routines” such as personal cares/positioning/eating meals, etc. but may include weekly pedicures or helping bar-b-que, etc.
4. Where “daily routines” are scheduled in/of themselves (i.e., positioning, schedules, meal times, etc.), the Daily Living Activities should be scheduled around the “daily routines.” The same would be true of work activities, therapy or medical appointments. The Daily Living Activities should be scheduled around these commitments.

These activities must be recorded in hours and may include additional information such as making a certain number of choices as stated in the ISP Action Plan. This means you would collect two pieces of data – number of choices made and hours involved in activities.

Examples of Daily Living Activities can include spending time with an individual playing cards or board games, working together on craft projects or on projects around the home together, cooking, yard work, planning events and activities or reading aloud together.

Watching TV is not a Daily Living Activity.

Day Planner: a calendar used by individuals and their staff to schedule Day/Vocational Programs.

Day Services: integrated services that address academic, recreational, social and/or therapeutic needs of the individual.

Employment Services: any service which has as its primary goal the employment of individuals, including job assessment, job development, training and ongoing supports (i.e. self employment, supported employment, State Operated Vocational Services [SOVS] oversight employees, Facility Based Services).

Facility Based Services: any employment or socialization service or program that occurs in a location serving more than eight (8) individuals with disabilities operated by SOCP.

Independence: control or choice over his or her own life (task analyzed training applies as it begins the process of increasing the potential of choice and control over his or her life). Assisting individuals to learn things that will enable them to be more self-reliant, do things for themselves, and with the support of other community members.

Integrated Services: Day and Employment activities that include elements of:

1. Integration (mandatory) measured in hours
2. Independence if integrated measured in hours
3. Productivity if integrated measured in hours

Integration: living near and using the same community resources and participating in the same activities as, and together with, people without disabilities. Supporting individuals to develop and keep friendships and acquaintances that support and build a sense of belonging within the family, neighborhood, workplace and community. This is also further defined as employment where eight (8) or fewer individuals with disabilities work together and have regular contact with persons without disabilities.

Productivity: engagement in income producing work which is measured through improvements in income level, employment status, job advancement or engaging in work contributing to a household or community in a manner that typically provides positive recognition or status for persons without disabilities.

Self-Employment: a small business established to provide employment for an individual that is based on their interests and abilities. This business may be operated out of the person's home.

Supported Employment: the provision of situational assessment, job development, job training and ongoing support necessary to place, maintain and/or change the employment of an individual in an integrated work setting.

Volunteerism: a person is desiring to volunteer, is capable of giving informed consent for non-payment of duties performed (with documentation by the team that individual is able to give this consent or written authorization for individual to participate) and the volunteering would only be done at a recognized formal volunteer program that is normally done by volunteers.

<b>Responsibility</b>	<b>Action</b>
Vocational/Day Manager	Assures that SOCP adheres to all state and federal labor laws and regulations.
Vocational/Day Specialist or Site Manager	Assure that individuals within our program have the opportunity to be productive by developing action plans and outcomes through the ISP process that enhances in order of priority: first paid work, then volunteer work or finally a contribution to the household. In the event that the individual has either paid work or a volunteer job, every effort will be made to make that work the focus of the productivity action plan.  Assure that inter-disciplinary team members are informed of all job changes, transfers, entries into and exits out of SOCP/SOVS, and are included in the decision making process by either giving their approval to the change or stating on the vocational entry/exit meeting form any objections that they have to the vocational plan.  Promote independence by enhancing individual choices and control in their lives with services and activities that are appropriate to the age and the preferences of the individual.

<b>Responsibility</b>	<b>Action</b>
Vocational/Day Specialist or Site Manager	<p>Assure each individual living in SOCP has the following available for their use:</p> <ol style="list-style-type: none"> <li>1. A list of paid work activities (as applicable).</li> <li>2. A list of volunteer commitments (as applicable).</li> <li>3. A list of daily living activities (as applicable).</li> <li>4. A combination of the above lists as determined by the team that will facilitate the process of making choices for 25 hours of scheduled activities per week.</li> <li>5. A day planner – A tool (Attachment D) is available that can be used or an “official” day planner can be purchased by the individual. What the planner looks like is up to the individual and their team. They must have a day planner available.</li> </ol> <p>Assure each individual has a system for documenting hours of Day/Employment participation as prescribed by the ISP Action Plan related to Day/Employment Programs. Attached to this policy are some data collection tools that can be used and modified to meet the needs of the Action Plan (Attachments A-C).</p>
Support Staff	<p>Meet with their individual (s) at least weekly to schedule activities for the coming week.</p> <ol style="list-style-type: none"> <li>1. Put work commitments on the day planner, consider what choices they want to make for other integrated activities, and add in any daily living activities (if ISP indicates less than 25 hours of integrated activities) of their choice to equal a minimum of 25 hours.</li> <li>2. List any needed monies for activities so it can be available on the date needed.</li> <li>3. List any supplies that might need to be on hand or purchased and if appropriate time scheduled on the day planner to go shopping for those supplies. With this type of planning you may look ahead to schedule an activity for several weeks out where supplies are needed and shop for the supplies this week, etc.</li> <li>4. Go through newspapers, park and recreation schedules, community activity bulletins, flyers, etc. to see if there are any activities of interest that need to be scheduled, have tickets purchased or reservation made, etc. As appropriate these should be added to future weeks of the day planner.</li> <li>5. Since the ISP is now a blended plan between “residential and employment” activities, all things that meet the above definitions should be included on this day planner and hours documented.</li> </ol> <p>Know and respect that situations in the lives of individuals change regularly. If an alternate activity is chosen from the one “scheduled” on the day planner, staff must document on the day planner the</p>

<b>Responsibility</b>	<b>Action</b>
ISP Team	<p>adjustment.</p> <p>If a decision is made by a team that reduces hours of integrated services below 25 hours and the Program Administrator is unable to attend the ISP or monthly meeting, an Action Plan should be written or ISP Addendum completed that indicates a meeting will be held within 14 days that includes the Program Administrator to review the rationale and plan.</p>

If the individual helps in scheduling activities for the week on the day planner, daily living activity time can be included on the data record. If the individuals are unable to participate with the planning (i.e., staff do the planning without the individual talking to them about what they are considering, etc.) and the staff does the planning for the person in isolation, the time may not be included in the hours of services provided (credited or non-credited).

- Attachment A: Community Integration Data Sheet (1)
- Attachment B: Community Integration Data Sheet (2)
- Attachment C: Preferred Community Integration Activities List
- Attachment D: Daily Planner