

 Seniors and People with Disabilities State Operated Community Program (SOCP) Policies and Procedures	Supersedes: July 1, 2004	Policy Number: 2.004
	Effective Date: March 1, 2005	
	Approval Signature:	
Subject: Individual and Family Involvement		

REFERENCE:

OAR 411-325-0210; 411-345-0280

POLICY:

SOCP will include the individuals living in the homes and their families/guardians/legal representatives and significant others in the process of making decisions that will affect the individuals served by SOCP.

Responsibility

Action

Site Manager

When changes in house policies/guidelines, etc. are made that will significantly impact the individuals living in the home, the changes will be reviewed with the individual. The families/guardians/legal representatives will be notified of the changes and how they will impact their family member.

Services & Training Manager

SOCP will, a minimum of once a year, plan an activity (such as a picnic) and invite the families/guardians/legal representatives and significant others of the individuals living in the homes.

When new policies are written or updated copies of updated documents will be sent to families/guardians/legal representatives for their reference and review. Any concerns or comments will be taken to the Central Management Team for review and consideration.

A family/guardian survey will be sent annually to solicit comments on how SOCP is meeting the needs of the individuals living in the homes from the family/guardian point of view. The Central Management Team will review the survey results for concerns/trends and address them as needed.