



# **New Staff Training Manual**



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## I. New Staff Training Overview

As part of your New Staff Training at ABLED, Inc., you will be asked to attend and complete various training activities which will provide you with a general understanding of the type of services provided by ABLED, Inc. and your responsibilities as staff.

This New Staff Training manual is intended to give you basic information regarding ABLED, Inc.'s programs and procedures. It is intended that additions and modifications will be made as necessary.

This manual can, by no means, stand by itself. It is absolutely necessary that each staff have available and become familiar with pertinent sections of other ABLED, Inc. policy and procedures manuals. **NOTE: For purposes of ABLED Policies, Staff includes All Employees and Subcontractors!**

### A. Foundations – Mission and Philosophy

Whether it is the life of a person experiencing intellectual disabilities, the personal growth of a person working in ABLED, Inc. or the organization's commitment to continuous improvement, ABLED's logo represents the value of new beginnings in life.

**Mission Statement** - The organization's direction and purpose.

The mission of ABLED, Inc. is to empower people with intellectual disabilities to creatively explore all possible avenues of freedom, education, and skills to live and enjoy their lives to the fullest extent possible.

Our mission guidelines give direction for ABLED, Inc. to move towards the vision. This in effect leads to a change within our communities and culture. We are an "Employment First" and "Authentic Living" organization which means that the first options considered must be job placement and the least restrictive living environment.

**Vision Statement** - The organization's ultimate goal for the people it supports.

Every human being is created with an innate desire to live their life to the fullest. Individuals with intellectual disabilities are no different. ABLED, Inc. will see that they will not only be valued as members of the community but that they will live meaningful and fulfilling lives. We will make use of all available resources that will enable each person to have control of his/her own life.

### B. Services Provided by ABLED, Inc.

The focus of ABLED, Inc. is on personal outcomes, trying to determine what each individual truly desires in their lives and helping them accomplish their goals. Once we know where people want to go with their lives, we enhance both image and competency as we provide supports. We want to help people become less dependent upon ABLED, Inc. supports and experience valued roles in the community.



## 1. Residential Habilitation Services

The goal of residential services is to provide quality supports to individuals with disabilities in their homes. These supports focus on the desires of the individual and the needs identified by his/her team and are consistent with the vision and mission of the organization with a focus on “authentic living”.

**Regardless of the type of residential services a person is receiving, an individual’s home is first and foremost his/her home, not merely a place where he/she happens to be living.** Many quality of life issues such as bedtimes, food preferences, clothing and personal possessions preferences, etc., should not and cannot be mandated by standardized procedures or unilateral blanket decisions, such as “house rules” which are made for staff convenience or which restrict several individuals due to the behavior or actions of one person and will not be tolerated.

Individual wants and needs are looked at closely when developing services for an individual. Formalized training and supports occur in any of the following residential settings. These may include adaptive skill development of daily living activities such as personal grooming, household chores, grocery shopping, food preparation and eating, finance and budgeting necessary to enable the individual to live in the most integrated setting appropriate to meet his/her needs. ABLED, Inc. provides the following types of residential supports.

### A. Extended Family Home Services

Extended Family Home Services are provided in a single-family home setting in which ABLED, Inc. contracts with a family, couple, or individual to provide formalized training and supports for the acquisition, retention, or improvement in skills related to living in the community. Extended family home services are continuous. **ABLED believes this is the best setting for most individuals!**

### B. In-Home Services

In Home Services are provided in the participant’s family home. Staff is available as determined by the team to provide face to face habilitation which includes providing formalized training and supports for the acquisition, retention, or improvement in skills related to living in the community in the most integrated setting appropriate to the participant’s needs.

### C. Respite Care

Respite Care is a non-habilitative service provided for the individual’s usual non-paid caregiver from the continuous support and/or care of the individual, as a break. Non-habilitative means staff does not run habilitative programs as with other services. Respite can occur in the individual’s home or another location. Respite services provides supervision and support based on the needs of the individual and as agreed upon by the parents/caregiver and ABLED, Inc. Note that the DHHS definition is strictly to give parents/guardians a break. ABLED’s definition is expanded to include care provided to give the residential staff a break.

### D. Group Home Services

Group Home Services are provided in homes within the community which may be operated by ABLED, Inc. or leased by the individuals living in the home. Staff are available on-site to provide formalized training and supports for the acquisition, retention, or improvement in skills related to living in the



community. Group home services are continuous. ABLED believes this is the least effective option for improving individual lives. It is profitable for the agency but not necessarily so for the individual.

## **2. Habilitative Community Inclusion Services**

The goal of day services is to provide persons with the supports, services, and interventions they desire and need to increase or maintain their capacity for independent functioning, self-determination, interdependence, productivity and community integration.

The types and levels of interventions, formal training, supports, activities, and supervision provided are based on the preferences and needs of the person receiving services and determined by the interdisciplinary team process. Areas of service may include but are not limited to: employment skills such as job seeking; related instruction; work adjustment and occupational skill training; community access, such as utilizing public transportation, the bank, the public library, crossing the street while obeying pedestrian laws; motor skills, such as eye-hand coordination; visual processing; social skills such as developing friendships/relationships, getting along with others, asking for help when necessary or respecting other people's feelings and property; personal health care/hygiene skills such as recognizing illness/injury, self-administering medications, providing simple first aid, demonstrating acceptable dress and hygiene, toileting, hand washing; cognitive skills, such as money/time concepts/management, reading/recognizing words; communication skills such as matching shapes and colors, making choices, following directions (simple to complex), expressing wants and desires and leisure time/recreational skills.

## **3. Supported Employment**

Supported Employment Services are formalized training and supports for the acquisition, retention or improvement in self-help, behavioral and adaptive skills which take place during typical working hours. These services are provided to individuals not currently seeking to join the work force or participate in vocational planning services. However, these services may prepare the individual for work experiences including competitive employment.

## **4. Adult Companion Services**

Adult Companion Services are designed to help individuals with their home living skills. Staff will assist the individual in completing tasks including, but not limited to, Activities of Daily Living (ADL's), Health Maintenance, Meal Preparation, Laundry, Use of Emergency Assistance, Routine Activities to Maintain a Clean, Safe, and Healthy Home, and Personal Finances. It is important that staff only prompt and guide in the performance of these duties. Staff must not do these for the individual. These services cannot be performed in a home owned or operated by ABLED. This service cannot be performed with Residential Habilitation or In-Home Residential Habilitation services.

## **5. Assistive Technology**

Staff of ABLED, Inc. will assist individuals with the utilization of assistive and adaptive devices as needed and as identified on the ISP. ABLED will train staff as necessary.



## II. Personnel Information

### A. Job Description/Work Schedule

All employees, staff, and subcontractors of ABLED, Inc. should be familiar with their job description and expectations. Each staff's work schedule is individualized based on the needs of the people supported and based on those needs. Contact the Chief Operations Officer or designated staff for any questions on your work schedule.

### B. Chain of Command

ABLED, Inc. is governed by the ABLED, Inc. Governing Board. However, the Governing Board grants the Chief Executive Officer authority to administer the programs of ABLED, Inc. with the support of office personnel and the executive staff. ABLED, Inc. Operations are managed by the Chief Operations Officer. The Residential Coordinators, Vocational Coordinators, and Respite Providers report to the Chief Operations Officer. If these positions are vacant, the COO will perform those duties. Residential service providers report to the Residential Coordinators. Vocational service providers report to the Vocational Coordinators.

Do not hesitate to ask the ABLED Executive Team if you have questions regarding the chain of command.

### C. Instructions for Completing Attendance

#### 1. General

All staff will complete their Attendance in Therap each day they work. Time In and Out is required for all Attendance marked as "Present". The daily residential habilitation rate requires at least 8 hours of work (includes sleep time). If you work less than 8 hours, notify the office to get an authorization to bill the hourly rate.

#### 2. Guidelines for Determining Rates of Pay for Service Providers

ABLED, Inc. provides services through Subcontractors who are compensated based on their contract.

### D. Personnel Forms

ABLED, Inc. has several forms which you may be required to complete during your employment. A few of the regularly used forms are explained below. If you have questions on any forms that you are asked to complete, please talk to your supervisor.

**Forms used by ABLED, Inc. are available on ABLED, Inc.'s website ([abledinc.com](http://abledinc.com)).**

**Staff Development Forms** are completed by the staff for any training the staff receives. This training can be formal and/or informal. These forms will be turned into the trainer at ABLED, Inc. training sessions or will be turned into your direct supervisor for other training activities. This form is not necessary for any training done through Therap.

**Individual Expense Records** are used by staffs to document expenses they have occurred for which ABLED, Inc. is responsible (e.g. mileage, postage, etc.) and request reimbursement.



### III. Individual Records

Each person receiving services from ABLED, Inc. has records and documents that are maintained. This enables easy access to information about individuals as it is needed. Therap maintains most individual records. Additional information and documentation will be electronically organized in ABLED file folders.

#### A. General Files

The following information for individuals receiving services is in Therap and/or ABLED files:

1. Date services began.
2. Name, gender, and date of birth.
3. Current photo.
4. Language or means of communication.
5. Legal status of the individual and name, phone number and address of legal representative, if applicable.
6. Name and telephone numbers of the persons to be notified in the case of emergency.
7. Name, phone number of current physician and other healthcare professionals.
8. Relevant medical information such as medical conditions, diagnosis, current medications and allergies.
9. Records of incidents and accidents.
10. Current consents.

#### B. Participant Documentation and Records

##### 1. Participant Orientation

Staff will go over ABLED certain policies and procedures with the participant at the In-Take Meeting. Staff will go over required documentation such as Rights, Abuse & Neglect, HIPAA, etc. and as the participant to sign.

##### 2. Assessments

Assessments are completed to obtain accurate information related to the individual's history, preferences, strengths and abilities along with needed services.

The individual's ISP team determines what assessments and which intellectual domains will be assessed at the individual's semi-annual ISP. These assessments must be completed within 30 days prior to the individual's annual ISP and reviewed with the ABLED Executive Team or designated staff. Copies given to the Services Coordinator at the ISP meeting.

Full scale assessments are not necessarily standardized and need not be contained in one specific test. Full scale implies that the seven developmental domains are included: physical development and health, sensory-motor, cognitive, communicative, social/affective, independent living, and leisure/personal.



### **3. Individual Support Plans**

The service coordinator distributes copies of individual ISP meeting minutes and service reviews. If do not receive a copy and would like to review one, request it from the Executive Team.

### **4. Programs & Data Collection**

All individuals receiving services (except those receiving unspecialized services, e.g. private pay, school contracts, etc.) have programs and procedures which have been approved by his/her ISP team. These programs will be implemented within 30 days of the ISP. When the programs are implemented, it is imperative that data is collected as outlined in the program. Programs are tracked for the individual using Therap.

## **C. Financial Records**

The management of individuals' personal funds is an area of great responsibility and liability. It is imperative that adequate documentation be maintained while allowing individuals access to their money.

Accurate ledgers must be maintained for individuals' petty cash, food stamps, gift cards, checking and savings accounts. A personal possessions inventory must be updated at least annually and is to be completed within 3 days of moving to a new ABLED, Inc. operated setting.

See Funds Management Procedures for additional information.

## **D. Medical Records**

Unless otherwise assigned in the ISP, ABLED, Inc. must take reasonable steps to assist and support individuals in obtaining health services consistent with their needs and maintain documentation of such services. The individual's medical file is maintained on Therap. Therap should include a current photo, physician's name and contact number, relevant medical information such as medical conditions, diagnosis, current medications orders and allergies, current consents (must be updated annually) along with the name and contact numbers of the persons to be notified in case of an emergency.

Additional documentation which may be maintained in ABLED, Inc. medical files or on Therap include but are not limited to documentation of medication administration schedule with current physician's orders for medications, documentation of an illness, injury, and other health concerns of care or treatment, records of visits to the physician or other health care professionals along with their recommendations.

Individuals receiving services from ABLED, Inc. are to have annual physical and dental evaluations unless the medical practitioner identified the need for these evaluations on an alternative schedule. The alternative schedule must be reviewed by the individual's ISP team and documented in the ISP.

The ABLED, Inc. residential staff or the individual's family or guardian are responsible for the completion of the above-mentioned examinations and for routing copies of contact forms to the ABLED Executive Team within 72 hours following the appointment.



## IV. Communication

An essential skill all successful ABLED, Inc. staff must have is the means to communicate effectively with others. How each staff communicates with others within the organization has a great impact on the quality of life of the people we support.

The positive relationships or lack thereof can mean the difference between success and failure. The more effectively we communicate with others, the more satisfying and successful the lives of the people we support.

### A. Principles of Positive Communication/Relationships

#### 1. Respect People's Differences

Each person who is affiliated with ABLED, Inc. is unique. All of us may approach life and work differently. While this may be a challenge for some of us, each person deserves "respect" for his/her feelings and values.

#### 2. Think Positive!

It is important that the focus of our communication with others is positive. We all need to work at being positive thinkers. It is certainly easier to talk to and respond to people who are positive thinkers and it will have positive impacts on the people we support.

#### 3. Acknowledge the People You Work With

Talk to each other on a regular basis. Say "Good Morning!" and always answer the phone with a smile. Remember we all have bad days and at times that one "positive" comment or compliment can make it more bearable.

#### 4. Listen to Others

Really listen to co-workers when they talk to you. Your communication will be much more effective if you understand the other person's point of view. Restate his/her position so that he/she knows that you understand. Ask him/her to repeat if you do not understand.

#### 5. Appreciate Others

Just as you want support and appreciation for the job you do each day, show the same consideration for the people you support and your co-workers.

#### 6. Pitch In and Help Out!

All ABLED, Inc. staffs should try to go beyond their job description by thinking outside of the box or by going that extra mile. Do your best, pitch in and help out when you can and don't let people down.

#### 7. Live Up to Your End of the Job

ABLED, Inc. has certain expectations of you and so do your co-workers. Always do your job to the "best" of your abilities. Don't look for the easy way out, or try to ask a co-worker to do "part of your job". Be a problem solver, and remember to always seek improvement in all that you do.



## **8. Respect People's Time & Priorities**

At times, you will be working under pressure and deadlines. Respect your coworkers' need for concentration. Remember that each of us has a different "style" so it is important to respect differences among your co-workers.

## **9. Be Willing to Admit your Mistakes and Apologize Gracefully**

Co-workers understand that mistakes happen and that we don't intentionally make them. It is best to admit when you're wrong or made a mistake and move on.

## **10. Invest in Other Parts of Your Life**

Make sure that you are taking care of yourself and that your non-work life is enriching. You should partake in hobbies, sports, exercise, reading, travel, and socializing. Your job and the people you work for cannot be the focus of your life.

## **11. Understand that Life at ABLED, Inc. Won't Always Be Perfect**

There will be times when you have regulatory agencies, people you support, coworkers, bosses, etc., that you "don't like or whom you do not agree. If you find that you absolutely cannot work with certain people, then you may need to look for another job. ABLED, Inc. will make every effort to ensure you are in the position best suited for your happiness and wellbeing whether or not that is working for ABLED, Inc.

## **B. Staff Communication**

ABLED, Inc. will use the Therap system to record all daily logs (TLogs) and General Event Reports (GERs). All staffs will be trained on how to use Therap. See the Therap procedures for more detail. The following information is to be recorded in Therap.

### **1. TLogs**

TLogs are narrative descriptions used to document activities, events, and staff observations. In situations in which several staff persons may be involved with the same individuals at different times, TLog entries are a valuable way for staff to communicate necessary information to each other.

TLogs may include:

- a. Non-routine activities occurring in the community.
- b. Notations of all incidents, including a brief description.
- c. Information about visitors.
- d. Positive and negative behaviors displayed.
- e. Any information or observations needed for evaluation purposes.
- f. Any illnesses and any medication changes that have occurred.
- g. Any other information relating to individual behaviors, attitudes.

All TLog entries should be concise and accurate. Entries should be worded in behavioral terminology and stated clearly. If included, opinions must be identified as such and presented in a constructive manner.



## 2. General Event Reports

GERs are used to share important information regarding individuals and the services they receive. See the General Event Reporting Procedures for more information.

GERs should be completed for the following:

- a. Medication errors (e.g. missed medications, contaminated medication, refusal, inventory error, etc.)
- b. Medical needs (e.g. illness or injury).
- c. Behavior issues (e.g. confusion, aggression, self-injurious behaviors, physical restraint, destruction of property, etc.)
- d. Progress/positive (e.g. someone does something really positive, is making great progress in a certain area, gained a new skill, had a wonderful new experience, etc.).
- e. Financial errors (e.g. petty cash balance inaccuracy, account not balanced in 10 days, etc.).
- f. Incidents of abuse and neglect (e.g. observations of mistreatment of individuals served and if in doubt, contact your supervisor). This includes self-abuse by the individual.

GERs should include the detailed factual description of what actually occurred.

### **Instructions for Completing**

ALL GERs must be completed in Therap! Therap will guide you through the process and ensure all fields are properly completed.



## **V. Medication Administration**

As part of New Staff Training, you may be required to complete medication administration training. Your supervisor will let you know if this is required training for your position. If it is, it will be scheduled by your supervisor and the Health Care Coordinator as soon as possible. You cannot administer medications until you have completed the training. For further details please read: ABLED, Inc. Medication Administration Procedures.



## VI. Protocol of External Surveyors

**Scope:** Procedures are in effect whenever an external organization sends personnel to survey ABLED, Inc. at any site. External organization is defined as any government regulatory or funding agency (local, state, federal), advocacy organization, or national accreditation counsel.

**Purpose:** The procedures are in place to protect individuals' dignity and privacy, to maintain individual-centered services during surveys and to foster mutually respectful interactions between ABLED, Inc. staff and surveyors.

**Summary:** Requirements for ABLED, Inc. staff and external surveyors are summarized below. Refer to the specific protocols for detail and rationale.

ABLED, Inc. administration will:

1. Meet with the survey team at the beginning of a survey to establish credentials and assist, as needed, in survey logistics.
2. Help survey teams obtain needed information throughout the survey period.
3. Promote a cooperative staff attitude.
4. Establish with the survey team the time, place, and participants for the exit interview.

ABLED, Inc. staff will:

1. Protect individuals' dignity and privacy during surveys.
2. Maintain programming and other client-centered activities.
3. Respond politely and concisely to questions related.
4. Refer surveyors to administrative staff for answers to administrative/management questions.
5. Expect to be treated with courtesy.

Surveyors will:

1. Check in with administrative staff at the beginning of the survey.
2. Interfere minimally with individual centered services.
3. Treat individuals served and staff courteously.
4. Conduct an exit interview with ABLED, Inc. staff.



## VII. Habilitative Community Inclusion

As an ABLED, Inc. staff, you will be asked to support individuals served with becoming more included in their communities. The community is a place where people meet and interact with friends, families, neighbors, co-workers, etc. These opportunities and experiences give people a sense of belonging and connection. When individuals served join in the life of the community, they meet friends and peers and participate in the variety of activities and experiences that the community offers.

Individuals develop new roles, develop relationships, build alliances and discover new possibilities.

### A. Recreation & Leisure

People enjoy recreation and leisure opportunities. Each person has the opportunity to enjoy leisure time, both alone and with others. Staff will assist individuals in exploring a variety of recreation options, so that each person may develop a base of experiences from which to make choices.

Individuals are encouraged to access community activities, to volunteer as indicated by personal interest, and to participate in clubs and civic organizations of individual choice.

### B. Special Activities Outside the Community

1. Events which constitute special activities are defined by the Chief Operations Officer.
2. Community is defined in this section as the area in which residents of a town or city routinely carry out commercial, recreational, and personal transactions. Community frequently encompasses the district in which a town is located.
3. A special activity request form must be submitted to the Executive Team before a special activity outside the community is to take place.
4. Minors and adults with legal guardians must have an activity consent on file in order to take part in special events outside the community.
5. If transportation is not provided in a vehicle owned by ABLED, Inc., there must be proof of insurance coverage which includes a minimum insurance coverage for bodily injury liability of \$25,000 per person, \$50,000 per occurrence, and \$25,000 property damage liability. A minimum of \$300,000 in liability coverage is recommended.
6. All activities are to be supervised by an ABLED, Inc. staff approved by the Chief Operations Officer. At least one of the supervisors must have successfully completed first aid training. All supervising staff must have in their possession emergency and ABLED, Inc. phone numbers to be used in case of an emergency or crisis.
7. Adequate personal information must accompany individuals when they go out of town. At a minimum, this should be the name and phone number of an emergency contact person. Additional information is at the discretion of staff.



## VIII. Safety and Maintenance

All environments contain a reasonable amount of risk. However, ABLED, Inc. wants individuals supported to live and work in the safest settings possible. We want individuals to be prepared to handle emergency situations (e.g. fire, tornado, etc.) if they arise.

### A. Fire Safety

A staff person's primary responsibility is the safety of people served, not fighting fires or removal of personal belongings, furniture, or ABLED, Inc. records.

#### 1. Residential Services

At least one written fire evacuation plan needs to be posted on each level of the facility. This includes:

- A map or diagram of the home showing the pathways for exiting the facility.
- Instructions for and the location of fire alarm pull stations, if available.
- The location of fire extinguishers.
- Procedures for notification of the fire department and ABLED, Inc. staff including appropriate telephone numbers
- Instructions for evacuating the facility, including designating a safe place for people to meet once they have left the facility.

#### Fire Drills

- Conducted at least once each month at all facilities.
- Conducted both on weekdays and weekends at residences.
- Conducted at least three times a year during typically non-awake hours at residences.
- Conducted at varying times of the day and under varying circumstances, e.g. morning and evening, during meal times, with an exit blocked to simulate a possible fire situation, etc.
- Recorded on a standard report form and kept on file for 2 years.
- Reviewed by the designated person and any problems noted are addressed.

Fire evacuation plans and fire drill requirements are reviewed at least annually with all staff working in facilities where continuous services are provided. Documentation of that review is kept on file via staff meeting minutes, staff development forms, etc.

#### 2. Day & Respite Services

While specific written and posted evacuation plans and regularly scheduled fire drills are not necessarily required, staff are encouraged to periodically review evacuation procedures with individuals served. Specific plans and drills may be required at the discretion of the advisory committee.

### B. Tornado and Severe Weather Safety

Tornados and severe weather are relatively common and can develop quickly in Nebraska, particularly in the spring and summer months. If conditions are such that severe weather appears likely, local radio and TV stations are the best source of information.



Tornado Watch means that weather conditions are such that a tornado could develop. Tornado Warning means that a tornado has been sighted in the immediate vicinity and you must take cover immediately, whether or not civil defense sirens have sounded.

The safest location during a tornado is the center of a basement and away from windows. If possible, it is desirable to sit under a heavy table and cover your head with a pillow or heavy blanket.

In public buildings such as office buildings, movie theaters, shopping centers, and restaurants, go to an interior hallway on the lowest floor or to a designated shelter area.

In open country, move away from the tornado's path at a right angle. If there is little or no time, lie flat in the nearest depression or ditch with your hands shielding your head. Do not try to outrun the tornado.

## **1. Residential Services**

### **A. Tornado Plans:**

At least one written tornado plan is posted on each floor. The plan should include:

- A map or diagram of the home showing the pathways to the safest location.
- A description of specific staff responsibilities, particularly the movement of people who are non-ambulatory or might have difficulty in quickly getting to the safest location.
- The location of a battery operated radio and flashlight.
- Specific instructions concerning where people should go if there is no basement, e.g. to a neighbor's home.

## **2. Tornado Drills:**

These are conducted at least once each month during the months of April, May, June, July, August, and September and can be conducted both on weekdays and weekends at residences. ABLED recommends running both tornado and fire drills each month on the first day of the month.

## **3. Day & Respite Services**

While specific written and posted evacuation plans and regularly scheduled tornado drills are not required, staff are encouraged to periodically review safety procedures with individuals served. Specific plans and drills may be required at the discretion of the advisory committee.

## **C. Emergency Telephone**

### **1. Residential Services**

Participants will be instructed on emergency telephone numbers and where posted in the home:

- Fire department.
- Police department.
- Rescue squad or ambulance.
- Poison control.
- Emergency number if available.



- Pertinent ABLED, Inc. numbers which may include phone numbers of specific staffs such as the Chief Operations Office, Residential Support Coordinators, Vocational Coordinators, etc.

Emergency calls should include the following procedures:

- Identify yourself.
- Describe the specific emergency, including whether there are any injuries requiring a rescue squad.
- Give your location or address.
- Never hang up first, always wait for additional questions and/or for the other person to hang up first.

## 2. **Day & Respite Services**

While specific written and posted emergency telephone numbers are not required, staff is encouraged to help individuals post such lists by each telephone. In addition, staff is encouraged to periodically review the numbers and calling procedures with persons supported. Written and posted telephone lists may be required at the discretion of the area management team or as determined by the individual's ISP team.

## **D. Safety/Maintenance Checklist**

ABLED conducts home visits as often as monthly. The Therap checklist is completed for each visit.



## **IX. Socialization/Sexuality**

As part of New Staff Training, you may be asked to review ABLED, Inc.'s procedures on socialization and sexuality. Ask your supervisor if this is something he/she would like you to review.



## **X. Nutrition**

Individuals living in an ABLED, Inc. supervised setting should receive nourishing, well-balanced meals. Within this framework, ABLED, Inc. encourages individual choice in matters of food choices. However, staff is expected to use meal planning, meal preparation and meal time as teachable moments. Staff is to assist individuals in making informed choices regarding the foods that they eat so that they can participate in the development of their healthy eating plan. This includes the purchasing of necessary food items along with preparing and servings of the meals.

Modified diets for individuals served by ABLED, Inc. are only implemented with recommendations from qualified medical personnel, and approval by the individual served, his or her legal representative, if applicable, and the Individual Support Plan team. Such modified diets, if approved will be accompanied by a formal training program if needed. The program shall include alternatives should the individual refuse the modified diet at a later date. If the individual does not choose to participate in the modified diet, it will not be implemented unless approved by the Rights Review Committee.



## Staff Development Form

Please complete this form in its entirety and return it to the trainer or supervisor. It will be placed in your personnel file to document that you have completed the training and have acquired the necessary information to competently perform your job.

Name: \_\_\_\_\_.

Position: \_\_\_\_\_.

ABLED, Inc. Date of Training: \_\_\_\_\_.

Title of Training: \_\_\_\_\_.

Name of Presenter(s): \_\_\_\_\_.

### Organization Sponsoring Training

Location: \_\_\_\_\_ Total hours of training: \_\_\_\_\_

Objectives of training:

What are three things you will do differently in your job as a result of this training?

Is there any additional information you now realize that you need as a result of this training?

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

This section to be completed for ABLED, Inc. required competency based training only.

\_\_\_\_\_ has satisfactorily completed the required work and has demonstrated competency as defined by ABLED, Inc.

Signature of Trainer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_