

# EMPLOYEE HANDBOOK



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**DREAMWEAVERS UNLIMITED, INC.**  
**Personnel Policies and Procedures**

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# **DREAMWEAVERS UNLIMITED, INC.**

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### **ABOUT THE OWNER**



Dreamweavers Unlimited, Inc. started as a dream in response to a harsh reality. On July 23, 1997, I was told my 1-year-old son was “probably autistic, possibly mentally retarded, and definitely developmentally delayed.”

My life changed that day, but my love and commitment to my child did not. After a few days of crying and feeling very desperate, I realized that my precious little boy had not changed at all. I could not have loved him any more or less no matter what his diagnosis had been. When I first heard the words autistic, mentally retarded, and developmentally delayed, all my dreams for my son were shattered. I was told

my son would never do the things I had once dreamed about: saying mommy, hugging and kissing me, going to school, playing with friends, all the things little boys do.

It wasn't too long before I started to dream again. What I want most for both my children is to be happy, healthy, loving, contributing citizens of their community. Do I want my son to speak? Of course! Do I want him to read? Naturally! Do I want him to have friends? You bet! I refuse to give up on my dreams. I embrace hope. I believe God's promise that He would never burden me with more than I can handle; and that He will always be with me and give me the strength to do the things I need to do for my son and the families we serve.

Someday I believe my son will share his dreams with me and together we will reach for them. Robert Browning said it best, “A man's reach should exceed his grasp, or what's a heaven for?”

With God, all things are possible. What is your dream? We are anxious to hear it! You can reach Betsy Short, Executive Director of Dreamweavers Unlimited, Inc., at 704-868-8551 between 8:00am and 5:00pm Monday through Thursday.

### **OUR MISSION**

Dreamweavers Unlimited, Inc. is dedicated to serving individuals and families with respect and kindness and is committed to helping people achieve their dreams.

### **OUR VISION**

Dreamweavers Unlimited, Inc. will have a positive impact on the community of the consumers it serves. We will provide professional, quality services in the natural environments of the consumer's choice. We will influence our community's regard for people with physical and developmental challenges by highlighting the talents and uniqueness of people with different abilities. We will lead our industry in demonstrating that our consumers actively and naturally participate in their community. We will see our consumers' dreams transformed into reality.

### **COMPANY ACHIEVEMENTS & ADVOCACY EFFORTS**

Dreamweavers Unlimited, Inc. received an initial 3-year CARF accreditation for its CAP-MR/DD Services in August 2009, and a 3-year re-accreditation in October 2012. CARF is an international accrediting organization that provides rigorous standards of practice to ensure best practices for companies and best services for consumers. You can visit the CARF website at [www.carf.org](http://www.carf.org) to learn more.

Dreamweavers also sponsors and is involved with many community events and organizations including Autism Awareness activities and participation in Autism Speaks' Walk Now for Autism. We have provided a Sib-Shop for siblings of children with Autism. We support the Rotary Community Garden, the Down Syndrome Society, Special Olympics, The Autism Society of North Carolina – Gaston County Chapter, Gastonia Civitan Club, and The ARC of Gaston County.

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Dreamweavers Unlimited, Inc. is operated by the Owner, Betsy Short, under the monitoring contract with the NC Department of Health and Human Services, Division of MH/DD/SAS and the Division of Public Health, NCITP. Where responsibility is not otherwise noted, the Owner is directly responsible for all aspects of the agency programs.

### **WORKING CONDITIONS:**

#### **Administrative Office Hours:**

The main office located at 1010 E. Garrison Boulevard, Gastonia, NC 28054, is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. The Owner of Dreamweavers Unlimited, Inc. is available by cell phone (704-460-5947) 24 hours a day, 7 days a week. Business conducted in the office will be scheduled during regular business hours unless other arrangements have been made. At least one staff member shall be available in the office at all times when a consumer is present. The staff member will be trained in basic first aid, currently certified to provide CPR, and trained in an approved first aid technique for relieving airway obstruction.

#### **Scheduled Work Week:**

Employee work schedules will be determined by the consumer and family needs in conjunction with the supervisor and the treatment team. The supervisor works with staff, family and treatment team to notify all direct care staff of required work schedule. Employees will be provided with a list of scheduled holidays for the year. Employees choosing to work on scheduled holidays will be compensated at the same rate of pay as a regular workday. The maximum number of hours worked per week shall not exceed 40 hours.

#### **Reimbursement for Expenses:**

##### **Transportation:**

Dreamweavers will reimburse direct-care “non-exempt” staff (staff paid by the hour) for mileage up to a maximum amount of \$25 per month. The reimbursement will be included on payroll checks but will not have taxes withheld. Consult your tax advisor regarding income tax implications.

In order to qualify for mileage reimbursement, staff must complete the attached Travel Log and submit it weekly with timesheet, SALS and service notes. Travel Logs will no be accepted if they are not turned in ON TIME with a timesheet, SALS and notes. NO EXCEPTIONS WILL BE GRANTED.

In order to be reimbursed, the forms must list each starting point where work begins and each destination. All destinations must have verifiable addresses. Forms are completed weekly. The form must record the odometer reading as well as the number of miles driven from place to place. Total miles driven per day and total miles driven per weeks should be recorded. CBRS staff will not be reimbursed for mileage that will be reimbursed by the CDSA.

Questions regarding the completion of the Travel Log should be directed to your immediate supervisor or the Executive Director in his/her absence.

Dreamweavers Unlimited, Inc. will pay for travel time if you work with more than one consumer in a day. The travel time from one consumer home/pickup destination to another will be paid. Time spent transporting a consumer will be paid only if no services are billed during that time. Travel time will be paid at minimum wage. Travel time should be documented on the Travel Log.

Administrative Pay also includes time spent waiting for consumers to arrive if the consumer is not at home (or specific location) at the time the service is scheduled to begin. Employees may wait up to 15 minutes for the consumer to arrive. If the consumer contacts the employee to notify him/her the consumer will be arriving shortly the employee may wait up to 30 minutes. Wait-time exceeding 30 minutes is not allowed and will not be paid. You must notify your supervisor if the consumer is habitually

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late.

Transportation should not be provided to consumers unless required by the consumer's treatment plan. In the event transportation must be provided, employees must provide proof of vehicle insurance coverage at the agency's required amounts. Travel will not be reimbursed unless there are extenuating circumstances. The Owner will make the decision if or when staff will be reimbursed for the use of his/her personal car for work related travel (rate will be set by Owner). Staff will not exceed 20 miles per session per consumer, (unless approved by the supervisor prior to outing, or medical appointment that may be out of town or further than 20 miles). The consumer pays for the use of public transportation, unless other arrangements have been made. If and when a consumer is learning how to use public transportation arrangements will be made through case manager or staff supervisor, consumer, consumer's family, and treatment team.

### **Meals and Accommodations:**

Meals and accommodations will not be reimbursed by Dreamweavers Unlimited, Inc. If there are circumstances that require meals and accommodations, such as trainings and seminars out of town, these expenses will be approved on a case-by-case basis. The maximum reimbursement for meals will be as follows: Breakfast - \$5.00, Lunch - \$7.00, Dinner - \$12.00. If employees take consumers on outings requiring admission payment or the purchase of food, the consumer or guardian will pay for the consumer and the staff will pay for his/her own admission and/or food.

### **INCLEMENT WEATHER:**

In situations involving inclement weather, heavy snow, or unusual circumstances, etc. the office of Dreamweavers Unlimited, Inc. may remain open for regular business hours. Individual services will be provided on a case-by-case basis. Employees should contact their supervisor, consumer or guardian to determine the best course of action. The Owner or supervisor may excuse administrative staff, direct care staff, and other employees unable to report to work with the assigned consumer due to circumstances beyond their control. In such cases staff is to call the office at least two hours prior to the services start time and leave a message for their supervisor if he/she is not available to take the call. Employees will not be compensated for time not worked due to weather, etc.

### **OUTSIDE EMPLOYMENT:**

Prior approval of outside employment is required. Careful consideration and sound judgment are necessary for outside employment. Prohibitions are the work shall not conflict with regular working hours or with an emergency situation when called upon. Employment with Dreamweavers Unlimited, Inc. shall take precedence over all other employment and shall not conflict with the philosophy of Dreamweavers Unlimited Inc. or discredit the agency.

### **RECRUITMENT:**

Dreamweavers Unlimited, Inc. is an equal opportunity employer. It will select and employ applicants without regard to race, gender, sexual orientation, age, spiritual belief, national origin, domestic/marital status, political affiliation or opinion, veteran's status, physical/mental handicap, socio-economic status or native language.

The Board of Directors is responsible for the employment of the Owner. The Owner is responsible for the employment of the staff.

Job standards, qualifications, and other essential requirements of employment positions must be in writing, and available to applicants. All applicants will be rated against the same set of standards and requirements.

A copy of the agency's Personnel Policies shall be made available to applicants for their review prior to hire date. Each new staff will be provided with a copy of the Personnel Policies for their personal files via the

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Employee Handbook.

A sufficient number of applicants will be interviewed by the Owner and/ or staff representative, so that the most qualified and best suited applicant will be hired for the position available.

### **APPLICATION PROCEDURE:**

Each candidate for employment will submit a completed application for employment. Each application will include the following information:

1. Biographical information and identification
2. Date of Application and date available to start work
3. Educational History
4. Employment History
5. References to include 1 personal and 2 professional
6. Criminal and DMV background search \*
7. Health Care Registry search \*
8. Offender Registry \*

\* Denotes Dreamweavers Unlimited, Inc. will conduct.

**NOTE:** References, both personal and professional, will be thoroughly checked prior to staff starting work when possible, or before the end of the staff's probationary period. All employees must complete training requirements. In addition, a copy of the applicant's driver's license and social security card or birth certificate will be filed in his/ her personnel file.

### **MEDICAL STATEMENT:**

Dreamweavers Unlimited, Inc. may require medical statements from direct care staff. If required, staff shall submit the medical statement at time of initial approval to work and annually thereafter. If staff misses work due to illness or injury, staff must provide written medical statement of date released to work and list any restrictions to job duties. A licensed physician, nurse practitioner, or physician's assistant should sign the statement. The statement should indicate general physical and mental health of the individual, the evidence of the absence of active tuberculosis, other communicable diseases, or any other condition that poses a threat to consumers.

### **COMMUNICABLE DISEASE PREVENTION**

Staff or consumers should report illnesses in the following cases:

1. A temperature over 101 degrees
2. Diarrhea – 3 or more episodes within 24 hours
3. Vomiting
4. Unexplained rash
5. Conjunctivitis (pink eye)
6. Any other condition that poses a threat to others

Staff must be free of all symptoms and/or on antibiotics for 24 hours before working directly with consumers. Consumers should also be free of all symptoms and/or on antibiotics for 24 hours before staff can work with consumer directly.

### **BASIC TRAINING:**

Basic training includes orientation to be provided by Dreamweavers Unlimited, Inc. All new employees will receive in-services on the company's philosophy, mission, vision, etc. All trainings and continuing education certificates will be recorded in personnel files. Basic training shall consist of:

1. General organizational orientation
2. Consumer rights, confidentiality, HIPAA regulations

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3. Medication administration (if required by consumer's treatment plan)
4. Special populations served such as mentally ill, developmentally delayed, substance abuse, or consumers with dual diagnoses
5. Prevention of infectious diseases and blood-borne pathogens
6. Corporate Compliance Reporting
7. Incident Reporting
8. Service specific documentation
9. Consumer Specific Competencies for goal/ crisis planning
10. State-required core competencies and trainings.

The following trainings are at Dreamweavers Unlimited's expense: CPR, First Aid, state-approved de-escalation training, Core Competencies, Blood Borne Pathogens (BBP), Epi-pen, and Medication Administration. However, should you fail to maintain active employment with Dreamweavers Unlimited, Inc. for a period of six months following any paid training, the training expense will be deducted from your last two paychecks. Other trainings may include workshops, seminars, conferences, CEUs for licensure, etc. Ongoing training will be provided to all staff in the areas of health and safety, consumer rights, cultural competencies, specific disabilities and medical diagnoses. Copies of training certificates are not released to employees until after 6 months of active employment following hiring date.

### **PART-TIME EMPLOYEES:**

Dreamweavers Unlimited, Inc. offers part-time temporary work to hourly paid staff and full-time permanent work to salaried staff. Work assignments depend on referrals from contracted agencies. The number of hours and duration of each assignment is based on consumer need and varies from assignment to assignment, and may even vary within the current assignment. Dreamweavers does not guarantee any number of hours available to work each week.

### **LEAVE WITHOUT PAY:**

Any and all missed hours are without pay for staff paid by the hour. Salaried staff may have paid time off per his/her written work agreement. Salaried employees are required to take daily breaks for lunch, etc. totaling one hour per day. Salaried staff are expected to work the number of hours required to get the job done. If salaried staff exceed 40 hours of work, time may be "flexed" during the current week. Flex time is not accrued and must be approved before it is taken.

### **PROBATIONARY STATUS/EVALUATIONS:**

Each new employee will be required to satisfactorily meet Dreamweavers Unlimited, Inc. philosophies, and employment policies and procedures. There will be an initial 90-day probationary period for each new job. After which time an evaluation is completed, staff may become a regular status employee if the evaluation so recommends. The Owner or staff supervisor will conduct a written evaluation of each staff person once a year. The Owner or staff supervisor will write an evaluation report, one copy will be given to staff and the original will be filed in the personnel record. Each staff member has the right to include a letter of agreement or disagreement with the evaluation filed in the personnel file.

### **GRIEVANCES:**

An employee, who believes that an agency policy has been violated to his/her detriment, has the right to file a formal grievance. The grievance should be stated in writing to the Owner. If you file a grievance with Dreamweavers Unlimited, Inc., the Executive Director will meet with you and attempt to resolve the issue collaboratively. Upon completion of the meeting and any necessary investigation the Executive Director will issue a written response within 5 working days. If you are dissatisfied with the response, you can appeal the decision within 5 working days to the Dreamweavers Unlimited, Inc. Corporate Compliance Officer, Blayke Turrubartes, at 704-865-5981. Upon completion of an investigation, the Corporate Compliance Officer will issue written findings and recommendations within 5 working days of the appeal. If you are still dissatisfied, further action can be taken by contacting the Partners Complaint Line (800-646-4518) or NC Disability Rights (877-235-4210). Grievances can be reported by requesting an



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Employee Grievance Form from the Corporate Compliance Officer, or by visiting the Dreamweavers website, [www.dreamweaversnc.com](http://www.dreamweaversnc.com), and completing the form online. You may also leave a verbal grievance/complaint by calling 704-865-5981 and leaving a message.

### **CORPORATE COMPLIANCE AND REPORTING:**

Dreamweavers Unlimited, Inc. is committed to legal, ethical, and professional business practices. The Corporate Compliance Program provides guidance to employees and business associates in following all Federal, State, and Local laws and regulations. All employees are required to report any suspicion of fraud, abuse, or other compliance issues through established reporting protocols. All reports should be made in writing to the Corporate Compliance Officer. Employees receive training on Corporate Compliance Reporting policies and procedures during initial orientation.

### **DISCIPLINARY ACTION:**

Following an unsatisfactory evaluation of an employ's performance against written job criteria, or at any time an employee's performance fails to meet written job standards, agency polices, or owner's/supervisor's expectations, disciplinary action may be taken against the employee in the following manner. The Owner/supervisor will prepare a written summary of the performance and present it to the employee. The summary includes:

1. A specific description of the performance problems including date of incidents, and previous documentation actuated.
2. Specific actions the employee needs to take to improve performances to a satisfactory level
3. Specific time frame for the improvement of performance, no longer than three months
4. Notice that continuation of performance problems will result in more severe discipline action up to and including dismissal.

The Owner must receive and approve a copy of all disciplinary statements. At the end of the period established for improvement to take place in the employee's performance, the owner or supervisor shall prepare a written report with a recommendation of future action against the employee. The employee shall receive a copy of the recommendation. The recommendation shall include:

1. A copy of the discipline statement originally sent to the employee
2. A statement of whether or not the employee has met satisfactory performance established in the statement
3. A recommendation of whether the employee should be (a) terminated, (b) reviewed again within a period of three months (c) reinstated and disciplinary action ceased.

### **THE EMPLOYEE SHALL BE NOTIFIED IN WRITING FROM THE OWNER/SUPERVISOR OF THE RESULTS OF HIS/HER DISCIPLINARY ACTIONS:**

All Documentation of disciplinary actions shall be filed in employee's personnel file. An Employee may appeal disciplinary action taken against him/her through the agency's grievance procedure.

### **SEPARATION:**

Prior to separating from Dreamweavers Unlimited, Inc., all employees must meet with their supervisor for an exit interview. During the interview, the supervisor will collect any and all keys, confidential data disks or CDs, SALS, folders, files, notes, and any other materials containing consumer information pertaining to services provided. Employees should not store confidential consumer data, including telephone numbers, addresses, etc. in personal cell phones, PDA's, Palm Pilots, computer, storing devices, etc.

### **CLASSIFICATION OF SEPARATIONS:**

1. Resignation, which is a voluntary separation from the agency by the employee
2. Termination, which is designated two types of separation

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- a. Termination initiated by the agency in the instance where an employee fails to fulfill the requirements of the position or the probationary period.
- b. Termination as a necessary reduction in force due to budgetary changes, or changes within the position requirement of the agency.

### **NOTICE OF SEPARATION:**

1. Resignation: Written notice of resignation will be given to the Owner at least two weeks in advance of the anticipated date of resignation. Salaried Staff must give four weeks notice.
2. Termination: Two weeks notice of termination shall be given at the discretion of the Owner.
3. Dismissal: The Owner may dismiss employees without notice following their misconduct of substantial fault. In all cases of dismissal without notice, the Owner must document the reason for dismissal to the personnel file.

Failure to give required notice will result in not re-hirable status and documentation in personnel file.

If you have not provided any service for 3 consecutive months, you will be considered inactive and will need to reapply in order to be considered for future assignments. If you do not reapply, you will be considered terminated.

### **COMPULSORY SUSPENSION:**

Compulsory Suspension is initiated by the agency when an employee's conduct is detrimental to the agency's functioning. Compulsory suspension is without pay and may extend for a period of thirty days. If a suspended employee is later proved not at fault he/she is to be reinstated to the same duties, classification, and rate of pay. He/she may receive pay at the regular rate for the time lost at the Owner's discretion.

**ALL COMPULSORY SUSPENSION MUST BE BROUGHT IN WRITING BY THE OWNER.**

### **REDUCTION IN FORCE:**

Dreamweavers Unlimited, Inc. may separate an employee whenever it is necessary due to shortage of funds or work, abolishment of a position, or other material change in duties or organization as determined by the Owner. In determining those employees to be retained in a reduction in force analysis, primary emphasis will be placed on the needs of the organization, the type of appointment length of services and relative job performance.

Employees whose positions are eliminated may be placed in other positions provided they possess the necessary qualifications. Pay for such employees must not exceed the maximum range set for the position.

### **STAFF ATTIRE:**

Professional but casual dress is appropriate, but there are limitations. The Owner will make decisions regarding attire.

### **PHONE CALLS:**

No long distance phone calls will be made and charged to Dreamweavers Unlimited, Inc. that do not pertain to Dreamweavers Unlimited, Inc. business. Records will be kept of long distance phone calls. Telephone numbers of staff members are not to be given to anyone inside or outside of the agency without written permission. Employees may be contacted to inform them that someone is trying to reach them. Cell phone usage should be limited to business or emergency calls only. Cell phones should be turned off or to silent when working with consumers or their families. No personal calls should be made during work hours.

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### **PUBLIC STATEMENTS:**

No public statements about Dreamweavers Unlimited, Inc. may be made to any members of the media without the specific approval of the Owner. If the media is questioning agency policy, the Owner should be informed.

### **STAFF PROPERTY:**

Employees are asked to take steps to remove or reduce the number of valuables on his/her person while on the job in order to reduce the possibility of loss through theft. Dreamweavers Unlimited, Inc. is not responsible for staff property.

### **STAFF ABSENCES:**

Staff may leave work before their shift is over after getting permission from the Owner or supervisor on duty. Employees that need to be absent, arrive late, or leave early should first get permission from the Owner or his/her supervisor by completing a "Request for Time Off form." Requests for Time Off that are not an emergency should be submitted at least one week in advance. In case of emergencies, employees should contact the Owner or his/her direct supervisor. Direct care staff should inform the consumer or family member for whom they are working in addition to his/her supervisor. The Dreamweavers Unlimited, Inc. supervisor will contact the family to arrange for back-up staff if needed and desired.

### **EMERGENCY COVERAGE FOR CONSUMERS:**

Dreamweavers Unlimited, Inc. provides emergency coverage for its consumers 24 hours a day, 7 days a week, including holidays. If an emergency arises, employees are advised to contact the office during office hours or, after hours, contact Betsy Short at 704-460-5947 and leave a message. The staff's call will be returned as soon as possible.

### **SMOKING:**

Dreamweavers Unlimited, Inc. operates smoke-free offices. Smoking is permitted of administrative personnel in designated smoking areas outside the building. This policy extends to consumer's homes and when transporting consumers. Employees should not smoke during work hours with consumers present unless prior approval is obtained by consumer's legal guardian.

### **CONFIDENTIALITY:**

All information regarding consumers of Dreamweavers Unlimited, Inc. is confidential and governed by HIPAA regulations. All employees are trained in HIPAA regulations and are required to indicate their understanding of the rules governing confidentiality by signing a statement at the time their employment. Re-disclosure of any information about consumers in care is strictly prohibited. No consumer information may be released without a written authorization signed by the legal guardian giving permission to release specific medical information. Releases to disclose information are time-limited and must be updated at least annually. Privileged employees are authorized to disclose specific consumer information with properly completed and signed consents to release or exchange information. Any release of written consumer information must be documented in the consumer Accounting of Disclosure Log.

### **AGENCY PROPERTY, EQUIPMENT, AND ASSETS:**

Agency equipment, property, policies, manuals, or assets are not intended for the private use of employees. A violation of this policy by individuals employed by Dreamweavers Unlimited Inc. may result in disciplinary action and or dismissal.

### **PERSONNEL RECORD:**

A Confidential personnel record shall be maintained for all employees. The record will include the

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following documents:

1. Application for employment
2. Reference checks from at least three sources
3. Criminal record and DMV check
4. Sex Offender Registry
5. Federal Exclusions Registry check
6. Statement of understanding of consumer rights and confidentiality
7. Training record
8. Copies of all certification, licenses and credential data applicable to training area
9. Annual evaluations and credential and privileging documents
10. Documents pertaining to discipline or grievance
11. Hire date/termination date/change of status
12. Photocopy of current driver's license, and Social Security card or Birth Certificate
13. Proof of adequate in force automobile insurance
14. Waiver of release of information regarding references and job performance
15. Copies of transcripts and or diplomas
16. NC Health Care Registry results
17. Copy of job description(s)
18. Most recent copy of medical statement, if required.
19. Health/ Supplemental Insurance Authorization to deduct premiums from paycheck, if applicable
20. Declination of Health/ Supplemental Insurance, if applicable

### **PERSONNEL POLICIES-REQUIREMENTS FOR ALL STAFF:**

Dreamweavers Unlimited, Inc. staff shall be currently licensed, registered or certified in accordance with applicable state laws, as appropriate, to the services that are provided by their respective positions. All employees must be at least 18 years of age, able to read and write or type, and understand and follow directions.

### **ABUSE AND NEGLECT**

Dreamweavers Unlimited, Inc. recognizes and accepts the legal, ethical, and professional responsibility to report physical, mental, or financial abuse, neglect, or exploitation to the proper authorities (e.g., Department of Social Services, Law Enforcement) in an expedient manner. Dreamweavers Unlimited, Inc. staff suspected of committing abuse, neglect, or exploitation are placed on administrative leave until a final determination is rendered by involved investigative agencies.

### **RESTRICTIVE INTERVENTIONS**

Dreamweavers Unlimited, Inc. guarantees consumers that it will employ fair and consistent behavior management practices which respect and maintain the basic dignity of all people. No philosophies or practices shall be employed which encourage or promote humiliation, degradation, verbal abuse, intimidation, physical abuse, the threat or infliction of pain or the denial or basic consumer rights.

Dreamweavers Unlimited, Inc shall employ only behavior management techniques, which are in accordance with Dreamweavers Unlimited, Inc.'s procedure and therapeutic approach. Dreamweavers provides services using the least restrictive, most appropriate and effective positive treatment. Behavior problems that staff cannot effectively handle will be referred to the supervisor.

Restrictive Interventions, including therapeutic holds, may not be used by Dreamweavers Unlimited staff. Dreamweavers employees are trained to recognize signs of distress in people with developmental disabilities. Employees de-escalate situations using the techniques they learn in NCI Part A. If a consumer requires restrictive interventions, and that need is written into the Person Centered Plan, then a different provider should be considered. Dreamweavers Unlimited, Inc. does not use planned restrictive interventions.

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### **PROVIDER REQUIREMENT AND SUPERVISION:**

Professional Level:

Persons who meet the requirements specified for Professional status for the appropriate disability population or Qualified Professional/ Associate Professional status for the appropriate disability population according to 10 NCAC 14V or the NC Infant-Toddler Program Guidance for Personnel Certification (APSM 120-1) may deliver Professional Services within the requirements of the staff definition specified in the above rule. Supervision is provided according to supervision requirements specified in 10 NCAC 14V and according to licensure/certification requirements of the appropriate discipline.

Qualified professionals shall be deemed fully privileged to perform those duties contained in the job description. Qualified professionals who are providing professional supervision shall receive specific professional supervision skills training within 6 months of employment unless documentation of previous supervisory training exists.

Paraprofessional Level:

Persons who meet the requirements specified for Paraprofessional status for the appropriate disability population according to 10 NCAC 14V or the NC Infant-Toddler Program Guidance for Personnel Certification (APSM 120-1) may deliver Paraprofessional Services within the requirements of the staff definition specified in the above rule. Supervision is provided according to supervision requirements specified in 10 NCAC 14V and according to licensure/certification requirements of the appropriate discipline.

There are no privileging requirements for paraprofessionals. Paraprofessionals shall be supervised directly by a Qualified Professional. Indirect supervision is the delegation of supervisory duties from a qualified professional to an associate professional. All supervisory personnel must complete a supervisory training program unless documentation of previous supervisory training exists. Paraprofessionals shall demonstrate knowledge, skills, and abilities required to serve the consumer based on the consumer's individual treatment or habilitation plan.

### **DOCUMENTATION REQUIREMENTS:**

The minimal standard of documentation is a daily full service note that includes the purpose of contact including goal number and goal written out, interventions specified in the treatment plan used to meet the goal, and the effectiveness or assessment of the intervention. In addition, a monthly summary is required. All documentation should adhere to the following guidelines:

1. All entries must be typed or written legibly in black ink.
2. Errors should be corrected with one single line drawn through the incorrect entry, "err" written beside the incorrect entry, the employee initials, and the date. No white out or correction tape!
3. All entries must include the month/day/year
4. All documentation pages must include the consumer's first and last name, record number, and Medicaid number, if applicable
5. The first page of the note must state the service provided and the duration of the service
6. Abbreviations or slang should not be used unless on the Dreamweavers' approved list of abbreviations
7. Notes should address specific goals in the consumer's treatment plan and should be concise, factual, and objective. No opinions should be interjected
8. For notes with multiple pages, the last page of the note must include staff's hand-written first and last name printed and signed with working title, including degree, credentials (if applicable), and date.
9. Monthly Summaries for Early Intervention/ CBRS and Speech should be documented on a

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timesheet with the child's initials and record # in the comments section. Up to 15 minutes per child may be documented. Monthly Summaries are due the first Monday of every month. Submitting Monthly Summaries late will result in late payment, as referenced in this section.

**All service notes and related documentation should be written within 24 hours of providing the service, per Medicaid requirements.** Documentation written later than 24 hours after service delivery should be noted as a late entry of documentation, with the reason why it is late, on the Service Activity Log and the service note. Documentation should be dated the date it is written and signed.

**All documentation, Service Activity Logs (SAL's), and Service Notes, are due at Dreamweavers Unlimited, Inc. on Mondays, no later than 9am, for the services delivered the prior week, and also on the first day of each month for any remaining days of the prior month.** If Monday is a holiday, notes are still due by 9am and should be placed through the mail slot of the door in a sealed envelope marked confidential. Envelopes are available at Dreamweavers Unlimited, Inc. upon request. Monthly summaries are due the 1<sup>st</sup> day of the month by 9am.

**To encourage staff to document notes according to Medicaid requirements, Dreamweavers Unlimited, Inc. has adopted a stringent Late Documentation Policy as follows:**

Documentation received after 9am on Mondays, or after the 1<sup>st</sup> day of the month for services provided the prior month, is considered late and will not be paid in the current pay period. A minimum of 25 days must be allowed for documentation to be billed before it will be paid to staff. Late documentation will be paid in the next pay period after which it was due. (Example: Documentation due on Monday, June 7, 2010, is not turned in until Wednesday, June 9, 2010. Staff would not be paid in the current pay period on the normal payday of July 12, 2010, but would be paid in the next pay period on the next payday which would be July 26, 2010).

Similarly, corrections to notes are due the following Monday after being returned to staff. Supervisors will notify staff by telephone and a note in staff's box if corrections need to be made to notes. Staff are required to check their boxes at least once a week.

### **TIMESHEET DOCUMENTATION:**

All staff shall be paid two times per month based on actual hours reported with supporting documentation. Timesheets are legal documents which state a specific number of hours staff has worked with a consumer on specific goals identified in the treatment plan. Timesheets must be complete and accurate before paychecks will be issued. For each entry on the timesheet there must be corresponding documentation. A timesheet for each consumer is required. Timesheets should be turned in weekly with service notes. Timesheets should include the following:

1. Employee full name
2. Consumer's name and record number
3. Service provided
4. Beginning and ending dates of work period
5. Time in/out (am or pm)
6. Total number of hours for the service provided on that date
7. Consumer/ guardian signature verifying hours
8. Total hours for pay period
9. Employee signature and date

### **ELETRONIC SIGNATURES**

In accordance with our Electronic Signature Policy, Dreamweavers staff and persons served may sign documents electronically. A statement regarding consent to sign electronically will be on each document. Additionally, all persons being asked to sign electronically will have the option to refuse and request the ability to sign a physical document by hand.

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### **PAY DAY:**

Employees are paid on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month for the prior month. Employees will be paid for time worked during the 1<sup>st</sup> – 15<sup>th</sup> on the first Monday of the following month. Employees will be paid for time worked during the 16<sup>th</sup> – 31<sup>st</sup> on the third Monday of the following month. Employees are paid for time recorded on timesheets and supported with documentation (see Late Documentation Policy). Pay is evaluated annually at the employee's evaluation. Pay is based on bill rates of services provided by class of qualifications such as Licensed Professional, Early Intervention Professional, Qualified Professional, Associate Professional, Paraprofessional, etc. Pay rate is subject to change at any time. Staff will be given advance notice if pay rate changes.

### **DRUG TESTING/ CRIMINAL RECORD DISCLOSURE POLICY:**

Dreamweavers Unlimited, Inc. is committed to providing a drug-free/crime-free workplace. If reasonable cause exists or an accident occurs, a drug/ alcohol test, DMV, and/or criminal background check will be required. Confidentiality will be maintained during all testing. Any employee required to have a drug/ alcohol test administered shall sign the Chemical Screen Consent and Release form. Refusal to sign the form is grounds for termination of employment. Disciplinary action will follow positive test results and may include termination. Any employee with criminal charges pending or convictions, or ticketed with Driving While Impaired (DWI) must report the charge/ conviction to the owner within 3 days. Failure to do so may result in suspension or termination.

### **WEAPONS POLICY:**

It is the policy of Dreamweavers Unlimited, Inc. to ensure the safety of persons served, staff members, and visitors through the prohibition of weapons within any of the organization's facilities by anyone other than law enforcement acting in an official capacity. In addition, employees and consumers of Dreamweavers Unlimited, Inc. are prohibited from possessing weapons during times when services are provided.

### **SEXUAL HARASSMENT POLICY**

Dreamweavers Unlimited, Inc. does not condone any form of harassment to employees or consumers. All sexual harassment complaints should be made in writing to the Owner. The complaint should consist of the name of the person making the harassment, date of harassment, any other relevant information. An investigation of the harassment will be conducted in accordance with the Corporate Compliance plan, and a written report will be generated. If harassment is substantiated, the responsible party will be terminated immediately if employed by Dreamweavers Unlimited, Inc. If a family member of a consumer is responsible for the harassment, the employee will be removed from the assignment and reassigned to another consumer if possible.

### **MEDICATION ADMINISTRATION POLICY:**

Staff should not administer medications of any kind. It is preferable that the consumer's legal guardian administers all medications. Consumers requiring medication while staff is on duty must have a signed medical doctor's order giving exact instructions regarding frequency and dosage. All medications must be stored in containers as originally dispensed by the pharmacist and must be locked in a safe place. Staff must be trained and certified for medication administration prior to administering any medications. In-services for specialized medical activities or procedures (tube feeding, nebulizer treatments, etc.) will be provided as needed by a trained medical professional.

Staff administering medications must document on a Medication Administration Record (MAR) the time of day, name of medication, date ordered, dosage ordered, and the exact amount of medication that was administered along with any consumer reaction to the medication. The MAR should be turned in monthly with staff service notes on the first day of each month. MARs are filed in the consumer's medical record.

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### **HOLIDAY SCHEDULE:**

Dreamweavers Unlimited, Inc. administrative offices will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve Day, and Christmas Day. Holidays falling on the weekend will be observed on the Friday before.

### **SOCIAL MEDIA POLICY**

Dreamweavers Unlimited, Inc. does not encourage or discourage its employees from using social media platforms to express their personal opinions. However, if an employee engages publically on social media sites, that employee is expected to follow these guidelines:

1. Remember that everything on the internet could be made public. Therefore, use good judgment and common sense about what you share. Think before you write. Consider whether you would post the same material on a bulletin board in our office before you post it on social media sites.
2. If you are commenting or sharing opinions on Dreamweavers' sites, please identify yourself as an employee and clarify that the opinions expressed are yours and do not represent the company.
3. Please consider that you are a representative of Dreamweavers and everything you say and do is a reflection on the company. Please refrain from using language, pictures, etc. that might reflect poorly on Dreamweavers.
4. Dreamweavers encourages free speech and freedom to have your own opinions. We also ask that employees respect the opinion of others and their right to that opinion. Please do not demean others. Remember our mission statement to treat everyone with respect and kindness. In other words, "if you can't say something nice, don't say anything at all."
5. No personal or health information or pictures of consumers we serve should be posted without their explicit consent in writing. The consent should be signed and dated by the consumer or legally responsible party/ guardian with an expiration date.
6. Employees should not engage in social media during work hours unless their job description permits it.
7. Dreamweavers may use social media sites to vet perspective employees.
8. Dreamweavers will monitor social media usage of its employees as needed and if a complaint is made. Disciplinary measures may be required if the employee fails to follow this policy and/ or HIPAA policies regarding privacy and confidentiality of consumers.