

Please begin policy by using the hyperlinks below, where applicable

Each policy must be submitted as a separate document

If asked to make revisions, be sure to highlight the changes so the reviewer can see the changes

POLICY REQUIREMENTS BASED ON SUPPORT LEVELS

INTELLECTUAL DISABILITY SERVICES

POLICY SECTION	POLICY/TOPIC	FAMILY SUPPORTS	INDIVIDUALIZED		DAY SUPPORTS	RESIDENTIAL SUPPORTS	CONSULTANT (AGENCY)	SPECIALIZED SERVICES			
			INITIAL	AFTER 2 YRS. OF SERVICE				TRANSP	ADULT DAY HEALTH	CAMPS, PARENTING SUPPORT	PEER SUPPORT
		Personal Supports, Adult Companion, Respite, Individualized Day, Transportation	Individualized Home Supports (IHS)		Group Day, Individualized Supported Employment, Supported Employment, Senior Supports, Transitional Services	Community Living Arrangement, Community Companion Home, Continuous Residential Service, Overnight Respite Facility, Shared Living	CLINICAL BEH, HEALTHCARE COORDINATION, Interpreter, Nutrition				
ADMINISTRATIVE/ OVERARCHING POLICY STATEMENTS	HIPAA	X	X	X	X	X	X	X			X
	Anti-Discrimination	X	X	X	X	X	X	X			X
	Drug Free Workplace	X	X	X	X	X	X	X			X
	Smoking	X	X	X	X	X	X	X			X
PERSONNEL PRACTICES	Criminal Background Check	X	X	X	X	X	X	X	X	X	X
	Sexual Offender Registry Check	X	X	X	X	X	X	X	X	X	X
	Motor Vehicle License Check	X	X	X	X	X	X	X	X	X	
	DDS Abuse/Neglect Registry	X	X	X	X	X	X	X	X	X	X
AGENCY OPERATIONS	Supervision of Staff	X	X	X	X	X	X	X			
	Back Up Staffing	X	X	X	X	X	X	X			
	Transporting Individuals	X	X	X	X	X					
	Emergency Response to Individuals		X	X	X	X					X
	Capacity to respond to emergency situations	X*	X*	X	X	X					
	Continuity of Operations Planning (COOP)	X*	X*	X	X	X					
	Quality Improvement Planning	X	X	X	X	X	X				
STAFF TRAINING	Continuous Improvement Plan	X	X	X	X	X	X				
	Self-Assessment	X	X	X	X	X	X				
	Knowledge of approved and prohibited physical management techniques	X	X	X	X	X	X				
	Training of direct service staff	X	X	X	X	X	X				
INDIVIDUAL PROTECTIONS	Training of professional staff in clinical disciplines				X	X	X				
	Training of professional staff in procedures critical to their clinical role				X	X	X				
	Prevention of Abuse/Neglect	X	X	X	X	X	X	X	X		
	Incident Reporting	X	X	X	X	X	X	X	X		
PROVISION OF SUPPORTS & SERVICES TO INDIVIDUALS	Program Review/Committee			X		X					
	Human Rights/Committee			X	X	X			X		
	Medication Administration				X	X					
	Med Admin Policy Development Guide										
	Person Centered Planning (Individual Plan)	X	X	X	X	X	X				
	Observing, Reporting and Responding to Changes that affect individual	X	X	X	X	X	X				
	Client Funds Management	X*	X*	X	X	X					
	Hot Water Temperature Safety				X	X					
Safety Alert for Bathing and Personal Care	X	X	X	X	X						
Water Safety	X	X	X	X	X						
Behavior Support Planning			X	X	X						
Behavior Modifying Medications			X	X	X						

* A modified policy can be submitted when providing Family Supports and Initial Individual Home Supports