

Procedure Number 2-6-28

New Issue: 04-30-13

SUBJECT: Individuals supported visiting staff personal residence and their staff family events.

PURPOSE: To carry out the Mandate of Habilitation and Residential Services Policy #2

Staff at Woodhaven are trained to encourage community inclusion and assist the individuals supported in developing meaningful relationships within the community. However, all direct support staff must have authorization from their Home Coordinator, Program Manager or designee prior to taking an individual supported to their personal residence or to attend the staff's family functions.

The supervisor needs to know the whereabouts of the individual supported. The Home Coordinator will also be knowledgeable on whether the individual supported has permission from their guardian to go to the staff's residence or participate at staff's family functions. The supervisor can make the determination on whether going to the staff's home or family function is likely to facilitate community inclusion and develop relationships or is occurring merely for the convenience of the direct support staff. Incidents of staff attempting to conduct personal business on agency time will not be tolerated and staff will be subject to disciplinary action for failure to follow the guidelines described above.

Approved: _____

Date: _____

Chief Executive Officer

Employee Acknowledgement: _____ Date: _____