

# **SOCP Forms list**

**As of 12/2010**



Oregon Department of Human Services  
State Operated Community Program



## Where to find the forms and/or tools you are looking for:

OTAC forms <a href="http://www.otac.org">www.otac.org</a>	DHS Forms Server	SOCP Webpage(s) in progress: Behavior Specialist., VOC and Nurse
<ul style="list-style-type: none"> <li>• Individual Support Plan (ISP)</li> <li>• Personal Focus Worksheet (PFW)</li> <li>• The Risk Tracking Record (RTR)</li> <li>• Action Plans</li> <li>• Change Forms</li> </ul>	<ul style="list-style-type: none"> <li>• DHS 4588 FA/BSP Blended Plan</li> <li>• DHS 4588 Good Day Plan</li> <li>• DHS 4588 Interaction Guidelines</li> <li>• DHS 4554 Balancing Test</li> <li>• DHS 4576 Physician's Visit/Orders</li> <li>• DHS 4573 Medication Administration Record (MAR)</li> <li>• DHS 4629 Daily Log</li> <li>• DHS 4596 Progress Note</li> <li>• DHS 4585 Core Competencies</li> <li>• In-House (Green)</li> <li>• Transfer (Blue)</li> <li>• DHS 4562 Employee Instruction Record</li> <li>• 4654 Expanded Volunteer Overtime Designation</li> <li>• DHS 4658 Volunteer &amp; Expanded Overtime Rotation List</li> <li>• DHS 4659 Volunteer Waiver form</li> <li>• DHS 4632 Needs Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Functional Behavior Assessment</li> <li>• FBA Assessment Interview form</li> <li>• Client Observation form</li> <li>• Accessing Emergency Services guidelines</li> <li>• Program approved Protective PPI's</li> <li>• <b>Client Monthly Summary Report</b></li> <li>• In-House Training Duties</li> <li>• Fire extinguisher use</li> <li>• <b>In-House Training Follow-up sheet</b></li> <li>• <b>Yearly Cumulative Training Record</b></li> <li>• Employee Overtime Manual</li> <li>• <b>Two-year Cumulative Training Record</b></li> </ul>

### DHS 4595 Incident Report carbonless pads are available through SOCP Central Office:

- 4595 Part 1
- 4595A Part 2
- 4595A – SIB attachment (Self Injurious Behavior) – in progress
- 4595B Part 3
- 4595C Part 4
- 4595D Part 5



## State Operated Community Program

4494 River Rd. N. Keizer, OR 97303 - PO Box 14680, Salem OR 97309-0449

**HOURS:** 8 a.m. -5 p.m. **MAINLINE:** 503-378-5952 **FAX:** 503-378-5917

### 1. HOME PAGE

<http://www.oregon.gov/DHS/index.shtml>



### 2. FORMS PAGE



### 3. Scroll down ▾ the page... type in "form number 4-digits" or "SPD/SOCP":

A. Type in "form number 4-digits" hit "SEARCH" *or*

B Type in "SPD/SOCP" hit "SEARCH" for a listing of posted forms



## Numeric order - SOCP Forms / Tools:

Form #	Form name	PDF	Word	Revised, Obsoleted, New
121	<a href="#">Employee Emerg. Info. Record (ANNUALLY)</a>			SOCP (10/09)
<a href="#">121</a>	DHS Employee Emerg. Info. Record		●	DHS (06/08)
<a href="#">134</a>	Small Purchase Order Transaction System (SPOTS) VISA Card Agreement form	●	●	N09/2009
<a href="#">CE134</a>	Authorization for Direct Deposit		●	6/1/2008
<a href="#">844</a>	Receipting of Checks & Other Negotiable Instruments	●	●	1/1/2009
<a href="#">225</a>	Driving Record Certification	●		2/24/2010
	<a href="#">SOCP Driving Record Certification (ANNUALLY)</a>	●		R 09/22/2010
<a href="#">4551</a>	Abuse Investigation Follow-Up ( <b>Word/PDF</b> )	●	●	R 1/1/2007
<a href="#">4554</a>	Balancing Test ( <i>In review - Add Prescriber Sign./date</i> )		●	R 06/29/10
<a href="#">4555</a>	Client Grievance Report	●	●	R 1/1/2007
<a href="#">4556</a>	Client Demographic Form	●	●	R 1/1/2007
<a href="#">4557</a>	Client's Rights Sign-Off ( <i>In review - S.R.</i> ) 05/10		●	N 3/1/2007
<a href="#">4558</a>	Disbursement of Weekly Incentive Money	●	●	R 04/01/2008
<a href="#">4559</a>	Employee Assigned Property Tracking (ANNUALLY)	●	●	R 11/09
<a href="#">4560</a>	Individual Emergency Support Sheet		●	N 10/27/10
<a href="#">4561</a>	SOCP Request for Medical Leave FMLA/OFLA	●	●	N 12/15/2008
<a href="#">4562</a>	Employee Instruction Record	●	●	R 08/01/10
<a href="#">4595D</a>	Instruction Record Directions	●		N 08/26/10
<a href="#">4563</a>	SPOTS Card Activity Log	●	●	R 02/01/09
<a href="#">4566</a>	Hepatitis B Immunization Series Designation	●	●	R 1/1/2007
<a href="#">4568</a>	Income and Expense Account Record	●	●	R 3/11/09
<a href="#">4570</a>	Individual Narcotic Count Sheet ( <i>In review 05/10</i> ) J.M)	●	●	R 1/1/2007
<a href="#">4571</a>	Psychotropic Drug Record ( <i>05/10 changes in prog.</i> )		●	R 06/16/10
<a href="#">4573</a>	Med. Administration Rec.(at FORMS UNIT-interactive)	●		R 11/16/10
<a href="#">4574</a>	Mileage Log	●	●	R 1/1/2007
<a href="#">4575</a>	Petty Cash Ledger	●	●	R 04/01/2009
<a href="#">4576</a>	Physician's Visit Orders (PVO) ( <i>05/10 changes in prog.</i> )		●	R 6/29/10
<a href="#">4577</a>	Safety Checklist	●		R 10/27/10
<a href="#">4578</a>	Transaction Slips	●		R 4/1/2008
<a href="#">4579</a>	Two Year Behavior Record (REMOVAL)	●		R 2/1/2007
<a href="#">4580</a>	Behavior Support Plan Data Form (REMOVAL)	●		R 2/1/2007
<a href="#">4581</a>	Checklist in the Event of Death	●	●	R 03/01/10
<a href="#">4582</a>	Community Integration Data Sht. 1 - Desired	●		R 2/1/2007
<a href="#">4583</a>	Community Integration Data Sheet 2 - Action Plan Step	●		R 2/1/2007
<a href="#">4584</a>	Confidentiality Sign-Off Sheet (ANNUAL PACKET)		●	R 11/15/10
<a href="#">4585</a>	Employee (Full) Core Competencies / Reference	●		R 10/27/10

<a href="#">4585T</a>	Transfer Core Competencies (Print on BLUE)	●		R 10/27/10
<a href="#">4585I</a>	InHouse Core Comp (Print on GREEN)	●		R 10/27/10
SOCPCWeb	<a href="#">In-House training duties/responsibilities grid</a>	●		R 10/06/10
<a href="#">4586</a>	Client Specific (V14) "InHouse" GRN/"Transfer" BLUE	●		N 08/04/10
<a href="#">4587</a>	Daily Planner	●		R 3/1/2007
<a href="#">4588</a>	Functional Assessment/Behavior Support Plan - FA/BSP_Blended Plan	●		N 06/29/10
<a href="#">4588GDP</a>	Good Day Plan	●		06/23/10
<a href="#">4588IG</a>	Interaction Plan	●		06/23/10
<a href="#">4589</a>	Day Program Preferred Activity List	●		R 3/1/2007
<a href="#">4590</a>	Drug Disposal Sheet	●		Submitted /
<a href="#">4591</a>	VOC/Day Service Change Order	●		R 10/09
<a href="#">4594</a>	Request to Attend VISA Training	●		R 3/1/2007
4595	Incident Report (IR) - Part 1 of 5		set pads	R 06/21/10
4595A	Incident Report (IR) - Part 2 of 5 (revision)		set pads	R 06/21/10
<a href="#">4595A_SIB</a>	<b>Self Injurious Behavior (SIB) Tracking Part 2_SIB</b>	IN PROGRESS		<b>N 11/16/10</b>
4595B	Incident Report (IR) - Part 3 of 5		set pads	R 06/21/10
4595C	Incident Report (IR) - Part 4 of 5		set pads	R 10/1/2007
4595D	Incident Report (IR) - Part 5 of 5 NEW		set pads	N 02/01/2010
<a href="#">4595G</a>	Incident Report Guidelines	●		N 6/1/2007
<a href="#">4596</a>	Progress Notes	●		R 08/12/09
<a href="#">4609</a>	Instruction Record - OIS Mnth Rev. - Manual Restraints	●		N 4/1/2007
<a href="#">4610</a>	Instruction Record.OIS Mnth Rev. - Evasions & Releases	●		R 4/1/2008
<a href="#">4611</a>	Vacancy Position Posting - Information Form	●		N 04/01/07
<a href="#">4612</a>	Work Order Form	●	●	N 09/01/10
<a href="#">4613</a>	Health List	●		N 4/1/2007
<a href="#">4614H</a>	Safety Plan for Home	●	●	N 05/18/10
<a href="#">4614W</a>	Safety Plan for Work/ATE/Community	●		N 05/18/10
<a href="#">4615</a>	<b>Client Monthly Summary Report/USE - Linked Excel</b>	●		<b>SOCPC File 2010</b>
<a href="#">4616</a>	Placement Referral Assessment	●		N 06/16/10
<a href="#">4616G</a>	Placement Referral Assessment Guidelines	●		N 6/1/2007
<a href="#">4617</a>	Petition for Commitment Alledging Mental Retardation and Need for Residential Care,	●		N 4/1/2007
<a href="#">4618</a>	Staffing Expectations (REMOVAL)	●	●	R 11/1/2007
<a href="#">4619</a>	SIRP Initial Review Procedure and Checklist	●		N 6/1/2007
<a href="#">4620</a>	Performance Eval - ONA Represented Employee	●		N6/1/2007
<a href="#">4621</a>	Addendum to Physician Orders, Medication Administration Irregularities, Physician's Directions	●		R 06/29/10
<a href="#">4622</a>	Referral Packet Contents Checklist- Internal Client move	●		N 6/1/2007
<a href="#">4623</a>	Injury Tracking Form	●		R 08/12/09



<a href="#">4624A</a>	Mandatory Abuse Reporting Notice (Adult)	● ●	R 09/22/10
<a href="#">4624C</a>	Mandatory Abuse Reporting Notice (Children)	● ●	R 09/22/10
<a href="#">4625</a>	Relocation Plan	●	R 03/22/10
<a href="#">4625C</a>	Children's Crisis Entry/Exit		N 11/16/10
<a href="#">4626</a>	Request for Investigation	●	N 6/1/2007
<a href="#">4627</a>	Outing Request	●	N 6/1/2007
<a href="#">4628</a>	Outing Log	●	N 6/1/2006
<a href="#">4629</a>	Daily Log	●	R 07/2010
<a href="#">4629E</a>	Daily Log/Shift Report - for Elliott Nurses 05/2010	●	N 04/01/10
<a href="#">4630</a>	<a href="#">Medication Incident Report (MIR) UPDATED</a>	set pads	R 05/01/10
<a href="#">4631</a>	Medical Home Support Service Assessment	●	N 10/1/2008
<a href="#">4632</a>	Needs Meeting Form	●	N 06/01/07
<a href="#">4633</a>	Bloodborne Pathogens Exposure Plan	●	R 4/1/2008
<a href="#">4634</a>	Personal Property Rec. Replaced by 4634C & 4634H	●	N 04/01/08
<a href="#">4634C</a>	Client Personal Property Record Replaces 04634	●	N 11/1/2008
<a href="#">4634H</a>	House Property Record Replaces 04634	●	N 11/1/2008
<a href="#">4635</a>	Client Room Inspection	●	N 10/1/2007
<a href="#">4636</a>	Notice of Resignation	●	N 10/1/2007
<a href="#">4637H</a>	House Evacuation/Fire Drill Record	● ●	R 10/10/2010
<a href="#">4637V</a>	Voc/Day Service Fire Drill Record	● ●	R 08/10/2010
<a href="#">4638</a>	Monthly Overtime Summary	●	R 9/1/2008
<a href="#">4638P</a>	Monthly Overtime Summary For Program Managers	●	R 10/1/2008
<a href="#">4639</a>	Employee Working File Checklist	●	N 11/1/2007
<a href="#">4640</a>	Universal Precautions (ANNUALLY)	●	R 10/09
<a href="#">4641</a>	Significant Exposure Information - 1 time signature	●	N 11/1/2007
<a href="#">4642</a>	Request for Early Release of Payroll Check	●	N 11/1/2007
<a href="#">4644</a>	Request for SOCP "Stock Room" Office Supplies	● ●	R 03/01/10
<a href="#">4645</a>	Bowel Record - Nurse Tool	● ●	N 5/1/2008
<a href="#">4646</a>	Delegation&Teaching of Nursing.Care.Tasks. To Unlicensed .Glucometer.Check.Glucose Level -	● ●	N 5/1/2008
<a href="#">4647</a>	Delegation and Teaching of Nursing Care Tasks to Unlicensed Persons - Insulin Admin - Nurse Tool	● ●	N 5/1/2008
<a href="#">4648</a>	Delegation & Teaching of Nursing Care Tasks to Unlicensed Persons.Use of Inhaler for Asthma -	● ●	R12/29/08
<a href="#">4649</a>	Weight Record	●	N 6/1/2008
<a href="#">4650</a>	Hospitalization and Surgery Record	● ●	N 12/15/2008
<a href="#">4651</a>	Annual Menstruation Record	● ●	R 12/30/2008
<a href="#">4652</a>	\$100 and Over Purchase Request Form	● ●	N 9/1/2008
<a href="#">4653</a>	Eyewash Weekly "15 Minute" Flush Record	● ●	N 12/30/2008
<a href="#">4654</a>	Expanded Volunteer Overtime Designation	● ●	R 02/21/09
<a href="#">4655</a>	Mandatory Overtime Posting	● ●	R 02/20/09

<a href="#">4656</a>	Prearranged Overtime Posting	● ●	R 02/20/09
<a href="#">4657</a>	Predetermined Overtime Rotation List	● ●	R 02/20/09
<a href="#">4658</a>	Volunteer & Expanded Overtime Rotation List	● ●	R 08/13/09
<a href="#">4659</a>	Volunteer Waiver Form	● ●	N 02/20/09
<a href="#">4660</a>	Shift Trade/Exchange Form (HR Tool)	● ●	N 03/01/10
<a href="#">4661</a>	Warrant of Detention (inactive) use Debbie's	●	
<a href="#">4662</a>	Acknowledgement of Money Received	●	N 03/25/09
<a href="#">4663</a>	Med. Admin. Accountability Sign-off Sheet	●	N 09/23/09
<a href="#">4664</a>	Telephone Orders	●	N 08/19/09
<a href="#">4665</a>	SOCP Vehicle Assignment	●	N 08/19/09
<a href="#">4666</a>	Nurse Training FAX	●	N 08/19/09
<a href="#">4667</a>	SOCP Photo Release Form	●	N 08/19/09
<a href="#">4670</a>	VISA Itemization Form (NEW)	●	N 08/28/09
<a href="#">4671</a>	VOC Services Work Order Request form	●	N 09/07/10
<a href="#">4672</a>	POLST Form (NEW) Policy 4.007 Medical Services	●	R 03/08/10
<a href="#">4673</a>	SOCP Nutritional Intake Record	●	N 04/30/10
<a href="#">4674</a>	SOCP Intake/Output Record (Being UPDATED)	●	N 05/07/10
<a href="#">4675</a>	Acute Care Plan and Worksheet	●	N 05/17/10
<a href="#">4676</a>	Immunization Record	●	N 05/17/10
<b>Program related</b>			
TOOL	<a href="#">SOCP Dress Guideline</a>	●	SOCP (10/09)
TOOL	<a href="#">SOCP Personal Cell Phone Use</a>	●	SOCP (10/09)
TOOL	<a href="#">SOCP Employee Code of Conduct</a>	●	SOCP (09/09)
TOOL	<a href="#">SOCP Central Office Confidentiality Sign-off</a>		SOCP (08/10)
TOOL	<a href="#">SOCP Emergency Individual Summary Sheet</a>	●	SOCP (10/10)
TOOL	<a href="#">SOCP Group Home Rules</a>	●	SOCP (09/09)
TOOL	<a href="#">SOCP Program-wide Communication Checklist</a>	●	SOCP (07/10)
TOOL	<a href="#">SOCP Action Request Memo (AR) Template</a>	●	SOCP (07/10)
TOOL	<a href="#">SOCP Informational Memo (IM) Template</a>	●	SOCP (07/10)
TOOL	<a href="#">SOCP Maglock Info and Contact number</a>	●	SOCP (08/10)
TOOL	<a href="#">SOCP Petty Cash Memo</a>	●	SOCP (03/09)
TOOL	<a href="#">SOCP Request for Emergency Petty Cash</a>	●	SOCP (01/10)
TOOL	<a href="#">SOCP Petty Cash Object Codes (AOBJ)</a>	●	SOCP (01/10)
TOOL	<a href="#">SOCP Policy Memorandum (PM) Template</a>	●	SOCP (2010)
TOOL	<a href="#">SOCP Central Office Emergency Petty Cash</a>	●	SOCP (01/10)
TOOL	<a href="#">SOCP Central Office Meeting Request</a>	●	SOCP (01/08)
TOOL	<a href="#">SOCP Central Office Project Request</a>	●	SOCP (09/08)
TOOL	<a href="#">SOCP Central Office Modified Questionnaire</a>	●	SOCP (01/10)
TOOL	<a href="#">SOCP Central Office Request NON-DHS Training</a>	●	NEW 2008

TOOL	<a href="#">SOCP Central Office SOVS Checks Received/PickedUp</a>	●	SOCP (01/10)
TOOL	<a href="#">SOCP IN-HOUSE Training - Duties / responsibilities</a>	●	Revised 10/10
TOOL	<a href="#">SOCP IN-HOUSE Shift Spending Record</a>	● ●	NEW 06/21/10
TOOL	<a href="#">SOCP IN-HOUSE Self Admin. of Medications</a>	●	12/01/09
TOOL	<a href="#">SOCP Incident Reports (IRS) Tracking Sheet</a>	●	NEW 1/05/10
<b>Nurse Tools</b>			
TOOL	SOCP RN_Aspiration Protocol		
TOOL	SOCP RN_Asthma Inhaler Protocol	●	05/08/10
TOOL	SOCP RN_CPAP.BIPAP Care		
TOOL	SOCP RN_Constipation Protocol		
TOOL	SOCP RN_Daily Weight & BP Tracking sheet	●	6/30/2010
TOOL	SOCP RN_Dehydration Protocol		
TOOL	Delegation of Teaching to unlicensed/Asthma Inhaler		05/08/10
TOOL	SOCP RN_EpiPen Protocol	●	Revised 04/19/10
TOOL	SOCP RN_Focused Nursing Care Plan	●	07/01/05
TOOL	SOCP RN_G-Tube meds, feeding and documentation	●	
TOOL	SOCP RN_Generic Protocol		
TOOL	SOCP RN_Glucagon Protocol	●	02/09/10
TOOL	SOCP RN_Hypertension Protocol	●	02/09/10
TOOL	SOCP RN_Inhaler Protocol		05/08/10
TOOL	SOCP RN_Influenza Immunization Informed Consent		07/01/04
TOOL	SOCP RN_Insulin Protocol	●	05/08/10
TOOL	SOCP RN_Multiple Sclerosis Info Sheet		12/08/09
TOOL	SOCP RN_Physician Order for Constipation	●	12/08/09
TOOL	SOCP RN_Registered Nurse Communication Log		
TOOL	SOCP RN_New Nurse Training FAX	●	08/09/10
TOOL	SOCP RN_Outreach Nurse Assessment	●	02/09/10
TOOL	SOCP RN_Outreach Nurse/Client Notes		02/09/10
TOOL	SOCP RN_Respiratory Therapy		01/08/10
TOOL	SOCP RN_Review Schedule (Every 60 days)		05/08/10
TOOL	SOCP RN_Review Schedule (Every 120 days)		09/08/10
TOOL	SOCP RN_Review of Performance		09/08/10
TOOL	SOCP RN_Review of Unlicensed Persons		08/08/10
TOOL	SOCP RN_Seizure Protocol		02/09/10
TOOL	SOCP RN_Seizure Report, Log, Calendar		
<b>VOC/Day Services Tools</b>			
OTAC	<a href="#">VOC Action Plan (OTAC) Read Only</a>	●	09/09/09
TOOL	<a href="#">VOC Annual Family/Guardian Survey</a>	●	10/08/07
TOOL	<a href="#">VOC Employment Application</a>	●	R 11/02/10

TOOL	<a href="#">VOC Employment Assessment</a>	●	R 11/02/10
TOOL	<a href="#">VOC Drop-in Checklist</a>	●	03/01/07
TOOL	<a href="#">VOC/Day Services Change Tool</a>	●	R 11/02/10
4591	<a href="#">PREVIOUS VOC/Day Services Change Tool</a>	●	NEW 10/01/2009
TOOL	<a href="#">VOC Employment History</a>	●	
TOOL	<a href="#">VOC ISP Timelines Checklist</a>	●	R 05/01/2010
4562	<a href="#">VOC Employee Instruction Record</a>	●	R 08/01/2010
TOOL	<a href="#">I-9 2010 version</a>	●	2010 version
TOOL	<a href="#">VOC Interest Survey</a>	●	03/01/09
TOOL	<a href="#">VOC Job Development Contact Log</a>	●	02/01/10
TOOL	<a href="#">VOC Job Procedure Data Sheet</a>	●	10/01/09
TOOL	<a href="#">VOC Lifestyle Evaluation</a>	●	03/29/09
TOOL	<a href="#">VOC Payroll Data sheet _BLANK</a>	●	10/01/10
TOOL	VOC Payroll Data Sheet A - Single		
TOOL	VOC Payroll Data Sheet B - Newspaper		
TOOL	<a href="#">VOC Preservice Training Record</a>	●	R 07/2010
TOOL	<a href="#">VOC Program Cover Sheet (RN/BVS)</a>	●	N 06/10/10
TOOL	<a href="#">VOC Program Data Sheet/Task Analyzed (RN/BVS)</a>	●	R 11/02/10
TOOL	<a href="#">W-4 2010 version</a>	●	2010 version
TOOL	<a href="#">VOC Services Work Order Request form (4671)</a>	●	N 09/24/10
TOOL	<a href="#">VOC Yearly Cumulative Record</a>		07/01/04
TOOL	VOC Worksite Supervisor Evaluation Sheet		

## Alphabetical - SOCP Forms & Tools

Form name	Form #	PDF	Word	Revised, Obsoleted, New
\$100 and Over Purchase Request Form	<a href="#">4652</a>	●	●	N 9/1/2008
Abuse Investigation Follow-Up ( <b>Word/PDF</b> )	<a href="#">4551</a>	●	●	R 1/1/2007
Acknowledgement of Money Received	<a href="#">4662</a>		●	N 03/25/09
Acute Care Plan and Worksheet	<a href="#">4675</a>	●		N 05/17/10
Addendum to Physician Orders, Medication Administration Irregularities, Physician's Directions	<a href="#">4621</a>		●	R 06/29/10
Annual Menstruation Record	<a href="#">4651</a>	●	●	R 12/30/2008
Authorization for Direct Deposit	<a href="#">CE134</a>		●	6/1/2008
Balancing Test ( <i>In review - Add Prescriber Sign./date</i> )	<a href="#">4554</a>		●	R 06/29/10
Behavior Support Plan Data Form (REMOVAL)	<a href="#">4580</a>	●		R 2/1/2007
Bloodborne Pathogens Exposure Plan	<a href="#">4633</a>		●	R 4/1/2008
Bowel Record - Nurse Tool	<a href="#">4645</a>	●	●	N 5/1/2008
Checklist in the Event of Death	<a href="#">4581</a>	●	●	R 03/01/10
Children's Crisis Entry/Exit	<a href="#">4625C</a>			N 11/16/10
Client Demographic Form	<a href="#">4556</a>	●	●	R 1/1/2007
Client Grievance Report	<a href="#">4555</a>	●	●	R 1/1/2007
Client Monthly Summary Report/USE =Linked Excel	4615		●	SOCP File 2010
Client Personal Property Record Replaces 04634	<a href="#">4634C</a>		●	N 11/1/2008
Client Room Inspection	<a href="#">4635</a>		●	N 10/1/2007
Client Specific (V14) "InHouse" GRN/"Transfer" BLUE	<a href="#">4586</a>	●		N 08/04/10
Client's Rights Sign-Off ( <i>In review - S.R.</i> ) 05/10	<a href="#">4557</a>		●	N 3/1/2007
Community Integration Data Sheet 2 - Action Plan Step	<a href="#">4583</a>	●		R 2/1/2007
Community Integration Data Sht. 1 - Desired Outcome	<a href="#">4582</a>	●		R 2/1/2007
Confidentiality Sign-Off Sheet (ANNUAL PACKET)	<a href="#">4584</a>		●	R 11/15/10
Daily Log	<a href="#">4629</a>	●		R 07/2010
Daily Log/Shift Report - for Elliott Nurses 05/2010	<a href="#">4629E</a>	●		N 04/01/10
Daily Planner	<a href="#">4587</a>		●	R 3/1/2007
Day Program Preferred Activity List	<a href="#">4589</a>		●	R 3/1/2007
Delegation & Teaching of Nursing Care Tasks to Unlicensed Persons.Use of Inhaler for Asthma - Tool	<a href="#">4648</a>	●	●	R12/29/08
Delegation and Teaching of Nursing Care Tasks to Unlicensed Persons - Insulin Admin - Nurse Tool	<a href="#">4647</a>	●	●	N 5/1/2008

Delegation of Teaching to unlicensed/Asthma Inhaler	TOOL			05/08/10
Delegation&Teaching of Nursing.Care.Tasks. To Unlicensed .Glucometer.Check.Glucose Level - Tool	<a href="#">4646</a>	●	●	N 5/1/2008
DHS Employee Emerg. Info. Record	<a href="#">121</a>		●	DHS (06/08)
Disbursement of Weekly Incentive Money	<a href="#">4558</a>	●	●	R 04/01/2008
Driving Record Certification	<a href="#">225</a>	●		2/24/2010
Drug Disposal Sheet	<a href="#">4590</a>	●		Submitted /
Employee (Full) Core Competencies / Reference	<a href="#">4585</a>	●		R 10/27/10
Employee Assigned Property Tracking (ANNUALLY)	<a href="#">4559</a>	●	●	R 11/09
<a href="#">Employee Emerg. Info. Record (ANNUALLY)</a>	121			SOCP (10/09)
Employee Instruction Record	<a href="#">4562</a>	●	●	R 08/01/10
Employee Working File Checklist	<a href="#">4639</a>		●	N 11/1/2007
Expanded Volunteer Overtime Designation	<a href="#">4654</a>	●	●	R 02/21/09
Eyewash Weekly "15 Minute" Flush Record	<a href="#">4653</a>	●	●	N 12/30/2008
Functional Assessment/Behavior Support Plan - FA/BSP_Blended Plan	<a href="#">4588</a>		●	N 06/29/10
Good Day Plan	<a href="#">4588GDP</a>		●	06/23/10
Health List	<a href="#">4613</a>		●	N 4/1/2007
Hepatitis B Immunization Series Designation	<a href="#">4566</a>	●	●	R 1/1/2007
Hospitalization and Surgery Record	<a href="#">4650</a>	●	●	N 12/15/2008
House Evacuation/Fire Drill Record	<a href="#">4637H</a>	●	●	R 10/10/2010
House Property Record Replaces 04634	<a href="#">4634H</a>		●	N 11/1/2008
<a href="#">I-9 2010 version</a>	TOOL	●		2010 version
Immunization Record	<a href="#">4676</a>	●		N 05/17/10
Incident Report (IR) - Part 1 of 5	4595	set	pads	R 06/21/10
Incident Report (IR) - Part 2 of 5 (revision)	4595A	set	pads	R 06/21/10
Incident Report (IR) - Part 3 of 5	4595B	set	pads	R 06/21/10
Incident Report (IR) - Part 4 of 5	4595C	set	pads	R 10/1/2007
Incident Report (IR) - Part 5 of 5 NEW	4595D	set	pads	N 02/01/2010
Incident Report Guidelines	<a href="#">4595G</a>	●		N 6/1/2007
Income and Expense Account Record	<a href="#">4568</a>	●	●	R 3/11/09
Individual Emergency Support Sheet	<a href="#">4560</a>		●	N 10/27/10
Individual Narcotic Count Sheet (In review 05/10)	<a href="#">4570</a>	●	●	R 1/1/2007
InHouse Core Comp (Print on GREEN)	<a href="#">4585I</a>	●		R 10/27/10

<a href="#">In-House training duties/responsibilities grid</a>	SOCPWeb	●	.	R 10/06/10
Injury Tracking Form	<a href="#">4623</a>	.	●	R 08/12/09
Instruction Record - OIS Mnth Rev. - Manual Restraints	<a href="#">4609</a>	.	●	N 4/1/2007
Instruction Record Directions	<a href="#">4595D</a>	●	.	N 08/26/10
Instruction Record.OIS Mnth Rev. - Evasions & Releases	<a href="#">4610</a>	.	●	R 4/1/2008
Interaction Plan	<a href="#">4588IG</a>	.	●	06/23/10
Mandatory Abuse Reporting Notice (Adult)	4624A	●	●	R 09/22/10
Mandatory Abuse Reporting Notice (Children)	4624G	●	●	R 09/22/10
Mandatory Overtime Posting	<a href="#">4655</a>	●	●	R 02/20/09
Med. Admin. Accountability Sign-off Sheet	<a href="#">4663</a>	●	.	N 09/23/09
Med. Administration Record- Replaces SOCP 0002	<a href="#">4573</a>	●	.	R 11/16/10
Medical Home Support Service Assessment	<a href="#">4631</a>	.	●	N 10/1/2008
<a href="#">Medication Incident Report (MIR) UPDATED</a>	4630	set	pads	R 05/01/10
Mileage Log	<a href="#">4574</a>	●	●	R 1/1/2007
Monthly Overtime Summary	<a href="#">4638</a>	.	●	R 9/1/2008
Monthly Overtime Summary For Program Managers	<a href="#">4638P</a>	.	●	R 10/1/2008
Needs Meeting Form	<a href="#">4632</a>	.	●	N 06/01/07
Notice of Resignation	<a href="#">4636</a>	.	●	N 10/1/2007
Nurse Training FAX	<a href="#">4666</a>	●	.	N 08/19/09
Outing Log	<a href="#">4628</a>	.	●	N 6/1/2006
Outing Request	<a href="#">4627</a>	.	●	N 6/1/2007
Performance Eval - ONA Represented Employee	<a href="#">4620</a>	.	●	N6/1/2007
Personal Property Rec. Replaced by 4634C & 4634H	<a href="#">4634</a>	.	●	N 04/01/08
Petition for Commitment Alledging Mental Retardation and Need for Residential Care, Treatment & Training	<a href="#">4617</a>	.	●	N 4/1/2007
Petty Cash Ledger	<a href="#">4575</a>	●	●	R 04/01/2009
Physician's Visit Orders (PVO) (05/10 changes in prog.)	<a href="#">4576</a>	.	●	R 6/29/10
Placement Referral Assessment	<a href="#">4616</a>	.	●	N 06/16/10
Placement Referral Assessment Guidelines	<a href="#">4616G</a>	●	.	N 6/1/2007
<del>POLST Form (NEW) Policy 4.007 Medical Services</del>	<a href="#">4672</a>	●	.	R 03/08/10
Prearranged Overtime Posting	<a href="#">4656</a>	●	●	R 02/20/09
Predetermined Overtime Rotation List	<a href="#">4657</a>	●	●	R 02/20/09
<a href="#">PREVIOUS VOC/Day Services Change Tool</a>	4591	.	●	NEW 10/01/2009

Progress Notes	<a href="#">4596</a>	●	.	R 08/12/09
Psychotropic Drug Record (05/10 changes in prog.)	<a href="#">4571</a>	.	●	R 06/16/10
Receipting of Checks & Other Negotiable Instruments	<a href="#">844</a>	●	●	1/1/2009
Referral Packet Contents Checklist- Internal Client move	<a href="#">4622</a>	●	.	N 6/1/2007
Relocation Plan	<a href="#">4625</a>	.	●	R 03/22/10
Request for Early Release of Payroll Check	<a href="#">4642</a>	.	●	N 11/1/2007
Request for Investigation	<a href="#">4626</a>	.	●	N 6/1/2007
Request for SOCP "Stock Room" Office Supplies	<a href="#">4644</a>	●	●	R 03/01/10
Request to Attend VISA Training	<a href="#">4594</a>	.	●	R 3/1/2007
Safety Checklist	<a href="#">4577</a>	●	.	R 10/27/10
Safety Plan for Home	<a href="#">4614H</a>	●	●	N 05/18/10
Safety Plan for Work/ATE/Community	<a href="#">4614W</a>	.	●	N 05/18/10
Self Injurious Behavior (SIB) Tracking Part 2_SIB	<a href="#">4595A_SIB</a>	set	pads	N 11/16/10
Shift Trade/Exchange Form (HR Tool)	<a href="#">4660</a>	●	●	N 03/01/10
Significant Exposure Information - 1 time signature	<a href="#">4641</a>	.	●	N 11/1/2007
SIRP Initial Review Procedure and Checklist	<a href="#">4619</a>	.	●	N 6/1/2007
Small Purchase Order Transaction System (SPOTS) VISA Card Agreement form	<a href="#">134</a>	●	●	N09/2009
<a href="#">SOCP Action Request Memo (AR) Template</a>	TOOL	.	●	SOCP (07/10)
<a href="#">SOCP Central Office Confidentiality Sign-off</a>	TOOL	.	.	SOCP (08/10)
<a href="#">SOCP Central Office Emergency Petty Cash</a>	TOOL	.	●	SOCP (01/10)
<a href="#">SOCP Central Office Meeting Request</a>	TOOL	.	●	SOCP (01/08)
<a href="#">SOCP Central Office Modified Questionnaire</a>	TOOL	.	●	SOCP (01/10)
<a href="#">SOCP Central Office Project Request</a>	TOOL	.	●	SOCP (09/08)
<a href="#">SOCP Central Office Request NON-DHS Training</a>	TOOL	●	.	NEW 2008
<a href="#">SOCP Central Office SOVS Checks Received/PickedUp</a>	TOOL	.	●	SOCP (01/10)
<a href="#">SOCP Dress Guideline</a>	TOOL	●	.	SOCP (10/09)
<a href="#">SOCP Driving Record Certification (ANNUALLY)</a>		●	.	R 09/22/2010
<a href="#">SOCP Emergency Individual Summary Sheet</a>	TOOL	.	●	SOCP (10/10)
<a href="#">SOCP Employee Code of Conduct</a>	TOOL	●	.	SOCP (09/09)
<a href="#">SOCP Group Home Rules</a>	TOOL	●	.	SOCP (09/09)
<a href="#">SOCP Incident Reports (IRS) Tracking Sheet</a>	TOOL	.	●	NEW 1/05/10
<a href="#">SOCP Informational Memo (IM) Template</a>	TOOL	.	●	SOCP (07/10)
<a href="#">SOCP IN-HOUSE Self Admin. of Medications</a>	TOOL	.	●	12/01/09



<a href="#">SOCP IN-HOUSE Shift Spending Record</a>	TOOL	●	●	NEW 06/21/10
<a href="#">SOCP IN-HOUSE Training - Duties / responsibilities</a>	TOOL	.	●	Revised 10/10
SOCP Intake/Output Record	<a href="#">4674</a>	●	.	N 05/07/10
<a href="#">SOCP Maglock Info and Contact number</a>	TOOL	.	●	SOCP (08/10)
SOCP Nutritional Intake Record	<a href="#">4673</a>	●	.	N 04/30/10
<a href="#">SOCP Personal Cell Phone Use</a>	TOOL	●	.	SOCP (10/09)
<a href="#">SOCP Petty Cash Memo</a>	TOOL	.	●	SOCP (03/09)
<a href="#">SOCP Petty Cash Object Codes (AOBJ)</a>	TOOL	●	.	SOCP (01/10)
SOCP Photo Release Form	<a href="#">4667</a>	●	.	N 08/19/09
<a href="#">SOCP Policy Memorandum (PM)_Template</a>	TOOL	.	●	SOCP 2010
<a href="#">SOCP Program-wide Communication Checklist</a>	TOOL	.	●	SOCP (07/10)
<a href="#">SOCP Request for Emergency Petty Cash</a>	TOOL	.	●	SOCP (01/10)
SOCP Request for Medical Leave FMLA/OFLA	<a href="#">4561</a>	●	●	N 12/15/2008
SOCP RN_Aspiration Protocol	TOOL	.	.	
SOCP RN_Asthma Inhaler Protocol	TOOL	.	●	05/08/10
SOCP RN_Constipation Protocol	TOOL	.	.	
SOCP RN_CPAP.BIPAP Care	TOOL	.	.	
SOCP RN_Daily Weight & BP Tracking sheet	TOOL	.	●	6/30/2010
SOCP RN_Dehydration Protocol	TOOL	.	.	
SOCP RN_EpiPen Protocol	TOOL	.	●	Revised 04/19/10
SOCP RN_Focused Nursing Care Plan	TOOL	.	●	07/01/05
SOCP RN_Generic Protocol	TOOL	.	.	
SOCP RN_Glucagon Protocol	TOOL	.	●	02/09/10
SOCP RN_G-Tube meds, feeding and documentation	TOOL	.	●	
SOCP RN_Hypertension Protocol	TOOL	.	●	02/09/10
SOCP RN_Influenza Immunization Informed Consent	TOOL	.	.	07/01/04
SOCP RN_Inhaler Protocol	TOOL	.	.	05/08/10
SOCP RN_Insulin Protocol	TOOL	.	●	05/08/10
SOCP RN_Multiple Sclerosis Info Sheet	TOOL	.	.	12/08/09
SOCP RN_New Nurse Training FAX	TOOL	.	●	08/09/10
SOCP RN_Outreach Nurse Assessment	TOOL	.	●	02/09/10
SOCP RN_Outreach Nurse/Client Notes	TOOL	.	.	02/09/10
SOCP RN_Physician Order for Constipation	TOOL	.	●	12/08/09
SOCP RN_Registered Nurse Communication Log	TOOL	.	.	

SOCP RN_Respiratory Therapy	TOOL	.	.	01/08/10
SOCP RN_Reveiw Schedule (Every 120 days)	TOOL	.	.	09/08/10
SOCP RN_Review of Performance	TOOL	.	.	09/08/10
SOCP RN_Review of Unlicensed Persons	TOOL	.	.	08/08/10
SOCP RN_Review Schedule (Every 60 days)	TOOL	.	.	05/08/10
SOCP RN_Seizure Protocol	TOOL	.	.	02/09/10
SOCP RN_Seizure Report, Log, Calendar	TOOL	.	.	
SOCP Vehicle Assignment	<a href="#">4665</a>	●	.	N 08/19/09
SPOTS Card Activity Log	<a href="#">4563</a>	●	●	R 02/01/09
Staffing Expectations (REMOVAL)	<a href="#">4618</a>	●	●	R 11/1/2007
Telephone Orders	<a href="#">4664</a>	●	.	N 08/19/09
Transaction Slips	<a href="#">4578</a>	●	.	R 4/1/2008
Transfer Core Compentencies (Print on BLUE)	<a href="#">4585T</a>	●	.	R 10/27/10
Two Year Behavior Record (REMOVAL)	<a href="#">4579</a>	●	.	R 2/1/2007
Universal Precautions (ANNUALLY)	<a href="#">4640</a>	●	.	R 10/09
Vacancy Position Posting - Information Form	<a href="#">4611</a>	.	●	N 04/01/07
VISA Itemization Form (NEW)	<a href="#">4670</a>	●	.	N 08/28/09
<a href="#">VOC Action Plan (OTAC) Read Only</a>	OTAC	.	●	09/09/09
<a href="#">VOC Annual Family/Guardian Survey</a>	TOOL	●	.	10/08/07
<a href="#">VOC Drop-in Checklist</a>	TOOL	.	●	03/01/07
<a href="#">VOC Employee Instruction Record</a>	4562	.	●	R 08/01/2010
<a href="#">VOC Employment Application</a>	TOOL	.	●	R 11/02/10
<a href="#">VOC Employment Assessment</a>	TOOL	.	●	R 11/02/10
<a href="#">VOC Employment History</a>	TOOL	.	●	
<a href="#">VOC Interest Survey</a>	TOOL	.	●	03/01/09
<a href="#">VOC ISP Timelines Checklist</a>	TOOL	.	●	R 05/01/2010
<a href="#">VOC Job Development Contact Log</a>	TOOL	.	●	02/01/10
<a href="#">VOC Job Procedure Data Sheet</a>	TOOL	.	●	10/01/09
<a href="#">VOC Lifestyle Evaluation</a>	TOOL	.	●	03/29/09
<a href="#">VOC Payroll Data sheet _BLANK</a>	TOOL	.	●	10/01/10
VOC Payroll Data Sheet A - Single	TOOL	.	.	
VOC Payroll Data Sheet B - Newspaper	TOOL	.	.	
<a href="#">VOC Preservice Training Record</a>	TOOL	●	.	R 07/2010

<a href="#">VOC Program Cover Sheet (RN/BVS)</a>	TOOL	.	●	N 06/10/10
<a href="#">VOC Program Data Sheet/Task Analyzed (RN/BVS)</a>	TOOL	.	●	R 11/02/10
VOC Services Work Order Request form	<a href="#">4671</a>	●	.	N 09/07/10
<a href="#">VOC Services Work Order Request form (4671)</a>	TOOL	●	.	N 09/24/10
VOC Worksite Supervisor Evaluation Sheet	TOOL	.	.	
<a href="#">VOC Yearly Cumulative Record</a>	TOOL	.	.	07/01/04
VOC/Day Service Change Order	<a href="#">4591</a>	.	●	R 10/09
Voc/Day Service Fire Drill Record	<a href="#">4637V</a>	●	●	R 08/10/2010
<a href="#">VOC/Day Services Change Tool</a>	TOOL	.	●	R 11/02/10
Volunteer & Expanded Overtime Rotation List	<a href="#">4658</a>	●	●	R 08/13/09
Volunteer Waiver Form	<a href="#">4659</a>	●	●	N 02/20/09
<a href="#">W-4 2010 version</a>	TOOL	●	.	2010 version
Warrant of Detention (inactive) use Debbie's	<a href="#">4661</a>	.	●	
Weight Record	<a href="#">4649</a>	●	.	N 6/1/2008
Work Order Form	<a href="#">4612</a>	●	●	N 09/01/10
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