

Connections

Fall Edition

October 2008

Practicing DHS Core Values Petty Cash Policy, Over \$100 Purchases

In recent months, it has been brought to our attention some homes are not following “Petty Cash” policy and procedure.

The practice of loaning **Petty Cash** “to and from homes” must stop immediately.

- Each home is to monitor their “Petty Cash” keeping accurate records and replenish when it approaches half its normal* total.

**The maximum amount of petty cash a house may have on hand is determined by the need of the home and requires approval from the Program Administrator and Program Director. The Program Administrator will be responsible to make the final decision when there is a question of appropriateness of the use of petty cash.*

- Money is available **in an emergency** and ONLY from Central Office to replenish.
- Each home will maintain accurate documentation sufficient to support receipt of funds and the expenditures of funds within their petty cash accounts.

The form is titled "Petty Cash Request Form" and includes sections for:

- Requester information: Name, Date, Reason for purchase.
- Approvals: Supervisor signature, Site Manager approval, Program Manager approval, Director approval.
- Tracking: Date of purchase, Item purchased, Location of item, Date when purchased.
- Additional verification: Location of item at time of verification, Date of verification.
- Final details: Item number given, Number received, and a note to check the purchase order.

 At the bottom, it states "Please attach receipt to this form and submit only with log."

New forms have been created to track and monitor purchases over \$100. As of September any single item purchased over \$100 must have a request form filled out and submitted for Director Approval, **before** purchasing. Signatures of the Site Manager and Program Manager are also required. Our Quality Assurance Manager will be doing spot checks to verify the item purchased is in the home. Temporary forms are available from Central Office until a DHS number is assigned and the forms are posted to the web. These processes are to ensure we are good stewards of the States resources.

SOC Director: Deanna Bathke

The Camera Tells the Tale: How to Keep Your Liability Record Clean

Ed Miller brings us a sad story of a training session gone badly. An **Oak Street staff** was being trained to drive the van in a local parking lot, when she backed into a citizen’s parked car.

Ed’s fortuitous practice of keeping a camera in the cars/vans paid off, as staff remembered to retrieve the camera and take pictures of both vehicles before they were moved.

After submitting the reports to Risk Management, Ed heard that the citizen’s report contained extravagant claims of damage.

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By having the pictures, Ed was able to submit them to Risk. They in turn, submitted them to the citizen's insurance company, who quickly dropped any claims. This practice pulled Ed's liability record out of the fire.

Many thanks to Ed for this story.

Submitted by Q & A Manager: Pat Kettleon



Vocational Services: Fall Update

Steppingstone Center is BUSY. Our sights are set on reaching the new **“Seedballz Contract Goal.”** Steppingstone is in need of afternoon workers, to complete the order by November 24th. To meet this goal our hours will be extended from 7:30 a.m. – 5:00 p.m. If you know anyone that would like to work in the afternoon, please contact the BVS1 and / or **Steppingstone's Office:** 503-378-3170 or Fax: 503-363-8984.

■ We are also focusing our attention on **“Direct Hire”** jobs. **Rick Hethorn**, is on a 6-month job rotation, and is supervising Steppingstones and securing jobs for individuals identified as a priority for Direct Hire. Some of the jobs in the process are:

- Hallmark – Stocking greeting cards
- Gervis City Hall and Police Station – Janitorial (secured for 2-3 individuals).
- Lowes – Stocking and janitorial
- Yamhill – Secured Shredding contract

Thank you Rick, for all your hard work.

■ Congratulations are in order for **Salem's Yard Crew**, as they have a contract with the Steppingstone property owner.

■ It's that time again, to start planning the **“Holiday Party.”** Our “Holiday Party” Committee will be meeting soon and welcomes suggestions and ideas. Committee members are: Pam, Chris, Rick Cindy B., Audrey and JL from Hampden Ln.

■ We send a special “Thank you” to **Audrey Hill**, who has helped with the new BVS1 training, attending monthlies, ISP's and helped wherever there is a need at Steppingstones and the homes.

■ **Be watching:** We will be starting an **Office Supply Delivery Service** in the next couple of weeks. For more information and our delivery schedule contact our office.

Submitted by Voc/Day Service Manager: Pam Lovejoy

Call 503-378-3170 to join us.

Save the State Operated Community Program Home Page to your “Favorites” for easy access to SOCP Policies, Training, Nurse Tools and “Find a Form:”

<http://www.dhs.state.or.us/spd/tools/dd/socp/>

Forms: “Password Protected” explained

The issue of “**Password Protected**” messages and the inability to type information into the second page headers or footers, has been brought to our attention. Recent examples would be the **Safety Plans: 4614H _ Safety Plan for Home** and the **4614W _ Safety Plan for Work/ATE/Community**.

Lynette Sylvester from the Forms Division explains, “O.K. this is a training issue, it does work, but MSWord will not transfer the information until you ‘Print Preview’ or just ‘Print.’” It is not necessary to fill-in the information on the additional pages, as it is an automatic transfer from the first page.

In reference to the 4614 W and H this occurs in the “**Complete By:**” section. You will not see the name transferred to the additional pages on the computer screen, but the name will appear in the printed version. Have a problem or issue give us a call and we’ll find assistance.

DHS
Oregon Department
of Human Services
Services and People with Disabilities

State Operated Community Program
Safety Plan for the Home

Name: Date:

Completed by:

In the event of a medical emergency staff will immediately call 911 and the earliest opportunity notifications will be made to the Site Manager, Manager and guardian or health care rep. This includes but is not limit

Submitted by Central Office Business Manager: Elaine Stauffer

Training: November marks the start of 2009 class sign-ups

Check out the **SOCP Central Training Unit DHS Learning Center** and sign-up for the upcoming year’s classes.

- **Managers** ensure your employees sign-up prior to their “certification expiration dates” for the Mandatory OIS, AHA classes and the Medication Administration Refresher.
- **Employees** remember having up-to-date certification is mandatory and it is your responsibility to attend classes.

Course descriptions

Aging/Pain Management	Medication Side Effects - Overview
Autism	Medication Training
Best Clinical Practice	Mood Disorders
Borderline Personality Disorder	New Employee Orientation
BSP Basic Training	Obsessive Compulsive Disorder
Certification	Organizational Skills
Conflict Management	SAIFER Driver
CPR/1st Aid/Documentation Training	Wage and Hour Training
ISP Basic Training	Wellness
Job Development and Coaching	Writing Monthly Reviews
Medication Recertification	Writing Task Analysis

To maximize the staff-to-instructor ratio and comply with the training standards, we ask for your assistance in avoiding last minute cancellations, absences and no-shows.

In 2009 the Training Department will be doing the following:

- Training will implement a 14-calendar day cut-off for registration prior to the start of a class.
- As time permits and trainers are available, “Career Development and Enhancement Training” will be offered.
- Announcements for the added “Career Development/Enhancement Trainings” will be sent out via email and available for “Online Learning Center Registration,” up to 3 days prior to the start of class.

SOCP Central Training Webpage: <https://dhslearn.hr.state.or.us/kc/login/login.asp>

Submitted by Training Manager: Deanna Zeimer

Safety Manager: Evacuation Maps and Fire Drills

Evacuation Maps for all homes and Central Office are almost complete; we encourage everyone to re-familiarize themselves with the fire drill procedures and timelines. Please review your “**5.004 Evacuation Drills Policy and Procedures.**” Each house/duplex shall conduct unannounced, evacuation drills at least once each month when all individuals are on the premises. On a quarterly basis, the drill must be conducted during hours of deep sleep two (2) hours after asleep or two (2) hours before normal awakening. Exit routes shall vary based on locations of the simulated fire. All drills will be recorded on the **Fire Drill Record**. All record forms, can be found on the SOCP **SafetyNet** webpage.

Safetynet: <http://www.dhs.state.or.us/spd/tools/dd/socp/safetynet.htm>

Submitted by Safety Manager: Richard Martinez

Autism Breakthrough

With all the increased research in the quest to answer questions about Autism, a recent discovery has been made! Harvard researchers discovered a half dozen new genes involved in autism that appear to be stuck in the “off” position. We have been hearing for years that researchers are linking genetics to this disorder but now they have identified specific genes and the nature of their malfunction.

The notion of genes being stuck in the “off” position is new research on “genetic expression” which suggests that we all have genetic predispositions toward certain illnesses and disorders but our lifestyles can influence

the expression of these genes. This study further suggests that autism is a synaptic disorder – meaning that the synapses at the nerve endings in the brain are not firing. This research provides some hope in the quest to understand autism and also supports the notion of early intervention and diagnosis.

Researchers hope that this information will allow clinicians to develop therapies to turn these dormant synapses back “on.”

*Submitted by Clinical Service Manager
Bradley Heath, MA*

Congratulations go out to:

Juanita Spires	BVS2 positioned at Manzanita – (recently bid into Milton / Shoreline)
Shannon Bolkan	BVS2 position received at Russell / Madison / Hawthorne
Eleshia Ledridge	BVS2 Gath / Discovery (recent bid)
Linda Fiegi	Nurse Supervisor (Salem and Southern areas)
Pam Lovejoy	VOC/Day Services Program Manager

Please welcome **Jasmine Megowan**, MPA our new Behavioral Supports Manager who will assist Brad in the management of the agency’s behavioral supports.

The next “Connections” newsletter is scheduled for January 2009. Articles need to be submitted by December 15th for consideration. Send your story ideas to:

Elaine.m.stauffer@state.or.us

