

State Operated Community Program (SOCP)

SOCP Operating Guidelines



Guideline Title:	Internal Client Moves
Effective Date:	03/31/2010

The guidelines below are being established to meet the following goal:

When moving a client internally, the program wants the move to be a positive one for both the client and staff. Further, to provide staff adequate training to meet the needs of the client.

Guidelines:

In order to meet the goal above, the following processes should occur.

1. When possible, Program Manager(s) will have two (2) weeks notice of the transfer, in order to provide time for the mandatory activities/processes.
2. Schedule a "DHS 4632 Needs Meeting" with sending and receiving Individual Support Plan (ISP) teams (include outreach nurse, if applicable). During this meeting, discussion is centered on the medical and behavioral needs of the client. Behavioral Specialist for receiving ISP team should develop a written profile on the individual including: family, aggressions, behavior history current and past, and any medical issues, current and past.

There will be times when a both "DHS 4632 Needs Meeting" and "DHS 4625 Relocation Plan" meetings will be held together and other times when separate meetings are required. This will be determined by the Program Manager(s) for both teams.

 - a) Behavior Specialist for receiving ISP team, will prior to needs meeting review current BSP for current and past behavior history and modifications needed for entry into the new home.
 - b) Site Manager will prior to needs meeting review health needs of the individual including "DHS 4613 Health List" and all medical support documents.
3. Prior to the move of the client, the teams will determine what (if any) environmental changes will need to be completed to the new (receiving) home. Work orders must be submitted to the SOCP Director with detailed information on any modifications needed prior to the client's move.
4. Prior to the move and after the needs meeting, staff will be trained on all three (3) shifts. In the event that time allows (or an exception to the contract is approved by the union(s)) mandatory new client training will be scheduled for all staff in the home. In the event of unforeseen circumstances, where time does not allow for a mandatory training, the training records must be faxed to the Program Manager to ensure the majority of staff, on each shift, have been trained prior to the client moving.

The Behavior Specialists from sending and receiving home will jointly train all staff at the receiving home. The receiving Vocational Coordinator should attend the training and, if applicable, must go to the work site of the client. If medical home transfer, the primary nurse must attend the trainings. If the individual has a nurse client relationship the outreach nurse will provide training to all shifts.

Continued on back

Unless the team determines it would have a negative impact on the client:

- a. Staff from the receiving home will visit the client and observe staff's interactions with them at their current home, prior to the transfer.
- b. When possible and based on clients needs, the client will visit the new home at a minimum of 2 times.
- c. Staff from the sending home will be sent to the receiving home to assist with the transition, a minimum of 3 shifts following the transfer, however the length of the assistance from familiar staff (previous home) will be determined by the ISP Team(s).

If possible, clients should not be moved Friday – Sunday.

If staff believes they have not received adequate training, staff can and should request additional training. Management will review what is needed and provide the necessary tools or training to staff.

Forms that apply:

DHS 4632 Needs Meeting

DHS 4625 Relocation Plan

DHS 4613 Health List

DHS 4622 Referral Packet Checklist