


**VANDERHEYDEN, INC.**  
**Policy and Procedure**

	<b>Effective Date:</b> 09/30/99	<b>Last revision</b> 8/7/17	<b>Page 1 of</b> 6	<b>Policy Number</b> Volume II A.4.n.
	<b>Board Approval</b> Date: N/A	<b>Title: Procedures for Supervision of</b> <b>Individuals Served</b>		

**I. BACKGROUND:**


In upholding the individual rights of the people we serve, we must always make a conscious effort to provide a caring and nurturing atmosphere. This is provided through the use of a structured milieu and through attentive supervision by staff.

When the individuals we serve are not afforded the appropriate level of supervision for their individual needs, neglect can result. This neglect can occur in many forms, ranging from the inability to provide for personal care needs, to being abused by others. We must make every effort to provide a level of supervision that enhances personal growth.

**II. RESIDENTIAL PROCEDURES**

1. An individual's level of supervision is discussed and determined on a weekly basis by the treatment team or during weekly clinical review utilizing the Behavioral Management System and on the locator sheet.
2. Supervision levels are recorded on individual charts and on the locator sheet located in units that are completed by staff on a daily basis.
3. In the event that an individual is exhibiting behavior that may call for an increase or decrease in supervision, staff will notify the AOD. A safety plan (which includes a supervision level) will be developed and communicated to staff either by the staff communication book located in the living unit or verbally by the AOD.
4. The following describes the levels of supervision used within residential programs:
  - **General Awareness** – This level of supervision is for individuals not in a hard to place program and have earned advanced level in the Behavioral Management level system. Staff must know the whereabouts of all individuals in their program. **(General Awareness will always be reviewed in Treatment Team and will be considered on an Individualized plan.)** Staff must update the cottage log book every ½ hour of the individual's whereabouts.


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- **Eyesight** – Individuals must be in the eyesight of staff at all times except when using the bathroom or in bed asleep. Staff will need to be positioned where they can review/monitor the bathroom window when an individual is on eyesight supervision. When the individual is in the bedroom, staff must monitor/check on every 15 minutes until the individual goes to sleep. During sleep hours the individual will have with 30-minute bed checks unless otherwise directed.
  - **Arm's Length** – This is the highest level of supervision intended to provide additional support for safety reasons. Individuals must be on arms-length (no more than 3 ft.) away from staff. Depending on the level of safety concerns, the individual must have their bedroom door open, with 15-minute documented bed checks or on eyesight during hours of sleep. This will be based on the specific plan developed after assessment of the individual's safety.
5. On each shift, levels of supervision are listed on the daily routine checklist located in living units where staff are assigned.
  6. During the school hours all students will be on eye sight supervision unless safety plan is developed.
  7. Bed checks to be completed when staff enters the unit. All individuals need to be visually accounted for by the incoming staff, whether they are in bed or in other activity.  
 Bed checks are to be done every 30 minutes, keeping each room in eyesight in between. If there is an issue with behaviors of an individual, bed check times will be completed more often.

At bed check, staff must visually see an arm, leg or head. A light source (flashlight, etc) should be used if visual aid is needed. Staff should take every precaution not to wake the individual, however, if visual is not possible or hampered, staff need to turn on the room light to make sure the individual is in the bed.

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**III. OPWDD**


**Procedures:**

1. An individual's level of supervision is discussed and determined on a bi-weekly basis by treatment team or during clinical review.
2. Supervision levels are documented on the locator located in program that are completed by staff on a daily basis. Staff can also refer to the IPPO and House Plan of protective oversight for more detailed information.
3. In the event an individual is exhibiting behavior that may call for an increase or decrease in supervision, staff will notify the Administrator on Call (AOD). A safety plan (which includes a supervision level) will be developed and communicated to staff. Staff will then document in the staff communication book located in the living program or verbally by the AOD.
4. The following describes the levels of supervision used within residential program:
  - **General Awareness** – Staff must know the whereabouts of all the individuals in their program as well as a general idea of which activities they are involved in when not in the residence/on site. NOTE: Staff must update Group Locator every half hour with a face to face check-in when the individual is in the program.
  - **Eyesight** – Individual is in staff's eyesight supervision at all times, except when using bathroom. If individual is outside team member must be outside providing eyesight supervision to individual (barrier free).
  - **Arms-Length supervision** – This is the highest level of supervision intended to provide additional support for safety reasons. The individual must be within arm's length of staff (no more than 3 ft) away from staff. It will be documented on the group locator whether arm's length supervision is during awake and/or asleep hours.

**Locator:**

The locator must be updated by staff at least every 30 minutes, unless there is a specific plan in place to do otherwise. To ensure the supervision of our individuals it is important that we document where their location is. In addition to documenting the whereabouts of the individuals, staff location must be present on the Locator. The use of the individuals initials and staff first name only is most appropriate. Staff must initial after making an entry. Staff should be signing in on the locator at the time they arrive to work and the time they depart from work. The locator should document that you visually saw all

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individual(s) every 30 minutes unless their IPPO/HPPO state less or more visual supervision is required.

Upon changing shifts, all individuals must be accounted for by oncoming staff. Staff will provide a visual check of all individuals regardless of their whereabouts i.e. their bedroom. All individuals need to be visually accounted for by the incoming staff; whether they are in bed or in other activity.

Bed checks are to be done every 30 minutes unless the IPPO indicates otherwise. For example - individuals in IRA may not need to be checked every 30 minutes during the overnight hours. The IPPO may state that 30 minute checks are not needed once the individual goes to sleep. Exceptions to this would be written on the Locator if individuals need an increased supervision level due to an immediate issue (for example individual went from general awareness to eye site supervision). If there is an issue with behaviors of an individual, bed checks may be completed more often.

During bed check, staff must visually see the person i.e. arm, leg or head. A light source (flashlight/cell phone, etc.) should be used if visual aid is needed. Staff should take every precaution not to wake the individual, however, if staff are not able to see individual, staff need to turn on the room light to make sure the individual is in the bed.


#### **IV. Rubin Group Home**

##### **Levels of Supervision:**

- **General Awareness** – Staff must know the whereabouts of all the individuals in their program as well as a general idea of which activities they are involved in. NOTE: Staff must update Group Locator every half hour with a check-in face to face if/when individual is in the program.
- **Eyesight** – Individual must be in staff's eyesight supervision at all times, except when using bathroom or in bed asleep. If individual is outside team member must be outside providing eyesight supervision to individual (barrier free).
- **Arms-Length supervision** – This is the highest level of supervision intended to provide additional support for safety reasons. The individual must be within arm's length of staff (no more than 3 ft) away from staff.

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It will be documented on the Group Locator whether arm's length supervision is during awake and/or asleep hours. The individual must have their bedroom door open. Depending upon the level of safety concerns, staff may be directed to have 15 minute bed checks or eye sight supervision during hours of sleep. This will be based on the specific plan developed after assessment of the individual's safety

On each shift, levels of supervision are listed on the Group Locator sheet located in the program. Staff are assigned individuals documented on the daily routine checklist.

#### V. Bessey Group Home:

- **General Awareness** – Staff must know the whereabouts of all the individuals in their program as well as a general idea of which activities they are involved in. NOTE: Staff must update Group Locator every half hour with a check-in face to face if/when individual is in the program.
- **Eyesight** – Individual must be in staff's eyesight supervision at all times, except when using bathroom or in bed asleep. If individual is outside team member must be outside providing eyesight supervision to individual. While the individual is in the bedroom on eye sight supervision the door to the bedroom must be open for consistent monitoring of the individual. During sleep hours the individual will have 30 minute bed checks unless otherwise directed.
- **Arms-Length supervision** – This is the highest level of supervision intended to provide additional support for safety reasons. The individual must be within arm's length of staff (no more than 3 ft) away from staff. It will be documented on the Group Locator whether arm's length supervision is during awake and/or asleep hours. The individual must have their bedroom door open. Depending upon the level of safety concerns, staff may be directed to have 15 minute bed checks or eye sight supervision during hours of sleep. This will be based on the specific plan developed after assessment of the individual's safety


On each shift, levels of supervision are listed on the Group Locator sheet located in the program. Staff are assigned individuals documented on the daily routine checklist.

#### VI. FORMS USED

Individual Charts

Group Locator

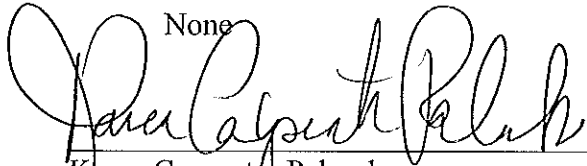
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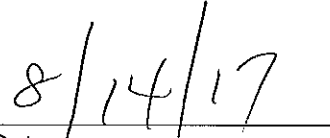
Daily Checklist

**VII. REFERENCES**

None



Karen Carpenter Palumbo  
President and CEO



Date