

TABLE OF CONTENTS

Section 1 – Policy Amendments

1.2	Policy amendments	1
-----	-------------------	---

Section 2 – Admissions

2.1	Shaffer Plaza Purpose and Admission	2
2.2	Initial Referral	3
2.3	Evaluation and Individual Service Plan	3
2.4	Resident Permanent Record	7
2.5	Resident Record In-service training	8
2.6	Record confidentiality	9
2.7	Destruction of Data	10
2.8	Referrals for Needed Services	10
2.9	Focus of Life at Shaffer Plaza	10
2.10	Facility Living Requirements	11
2.11	Resident Responsibilities	13
2.12	Behavior Support Requirements	13
2.13	Physical Aggression by Resident	13

Section 3 – Resident Living

3.1	Resident Living Policies	15
3.2	Resident's Leisure/Community Integration Policy	15
3.3	Residential Bill of Rights	16
3.4	Resident Rights Committee	17
3.5	Discontinued Placement from Shaffer Plaza	18

Section 4 – Abuse and/or Neglect

4.1	Shaffer Plaza Abuse/Neglect Procedure	19
-----	---------------------------------------	----

Section 5 – Finances

5.1	Fees Charged for Residential Services	22
5.2	Resident Finances	22
5.3	Receipt of Large Sums of Money	22
5.4	Resident Use of Large Sums of Money	23

Section 6- Dietary Services

6.1	Residential Diets	24
6.2	Cleaning/Sanitation	29

Section 7 – Medications

7.1	Administration of Pharmaceuticals	34
7.2	Training and Delegated Nursing	34
7.3	Universal Precautions/Infection Control	34

Section 8 – Residential Aides

8.1	Staff Retention	36
-----	-----------------	----

Section 9 – Transportation

9.1	Transportation	37
-----	----------------	----