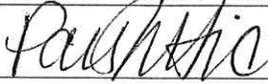


Catholic Charities Disabilities Services
Agency Standard and Procedure

Standard Category	Administration
Standard Title	Levels of Supervision
Regulations	OWPDD ADM 2022-01 Levels of Supervision
Original Issue Date	June 21, 2016
Latest Revision Date	March 23, 2022
Number of Pages	3
Attachments	OPWDD <i>Summary of Levels of Supervision</i> 20-ADM-07-Revised – Attachment 1
Approved by: Paula Jubic, Executive Director	

Value Statement

Catholic Charities Disabilities Services (CCDS) values self-determination and the dignity of risk. We believe that the individuals we support should have the ability to consider options and make appropriate choices about how to live their lives. All individuals have the opportunity to participate in an assessment to capture their unique health and support needs. Individuals have the right to make an informed choice to experience life and take advantage of opportunities for learning, developing competence and independence, and, in so doing, take a calculated risk. The ultimate goal is for the individual to exercise as much personal freedom as possible while minimizing personal risk.

Standard

CCDS recognizes that to achieve a higher quality of life, individuals must have choices and take risks. While allowing people the dignity of risk, CCDS has a responsibility to keep the individuals it supports safe and to take reasonable steps to keep risk at an acceptable level. Thus, every individual will have a defined Level of Supervision (LOS) to be applied while they are in our care. The Level of Supervision will be defined contingent upon the environment (e.g. at home or in the community) in which our services and supports are being provided. Level of Supervision refers to the minimum level of need an individual has for the staff support that is required to assure health and safety in an identified activity and environment. The treatment team will work with individuals and their circle of support to determine the minimum LOS needed as it relates to the individual's respective activities and environments using a Least Restrictive Setting (LRS) approach.

In accordance with ADM 2022-01 Levels of Supervision (LOS) dated March 1, 2022; CCDS will revise treatment plans and/or safeguards, as necessary, to utilize terminology written within this revised standard by August 31, 2023. Until which time plans may reflect terminology in either this revised standard or in the previous issuance of this standard.

Standard: Levels of Supervision 2022.03.23

In accordance with ADM 2022-01, the requirement for use of standardized LOS terminology in care planning processes is applicable to all individuals receiving OPWDD authorized Care Coordination and/or receiving services in the following OPWDD certified settings:

- all residential facilities certified by OPWDD
- prevocational services (whether or not provided in a certified facility); and
- all facilities certified by OPWDD, except respite programs and services.

Procedures

1. During an individual's service planning meeting, necessary safeguards will be discussed and agreed upon by the individual and his or her circle of support. These safeguards will include a specified Level of Supervision for times when the individual is at home with staff or when the individual is in the community with staff.
2. Supervision levels will be defined as One-to-One (1:1), Range of Sight or Scan, Periodic Checks, Independent with Staff Present, and Independent (Independent indicates no need for a specific LOS). The LOS will be specific to each individual's needs and may change based on the setting or circumstances.
 - *The term 'Supervision' is defined as the dedicated and focused presence of a staff person employed and/or assigned to provide predetermined and assigned oversight to an individual receiving services. Supervision functions along a continuum that describes the dedicated presence and attention of staff assigned to and focused on the needs of one or more individuals as defined in a related treatment plan.*
 - *'Supports' is a broader term that refers to an array of possible defined services, (e.g., habilitation services, clinical services, etc.) or programs provided to an individual in a certified care setting and as defined in related care plan/s.*
 - a. **Independent:** The individual does not require a specified level of supervision. The individual's need for proximity and response time of staff will be as needed. Staff may be assigned supervision of more than one individual as well as perform duties other than supervision.
 - b. **Independent with Staff Present:** The individual requires that staff are aware of their location and are within a planned vicinity to assist the individual(s). There are no scheduled checks. If specific proximity is required, this should be specified in the individual's plan. Staff required response time is as needed. Staff may be assigned supervision of more than one individual as well as perform duties other than supervision.
 - c. **Periodic Checks:** The individual will require staff to observe the individual as specified in their plan. This can be visual or audio and may include signs of life checks. The staff must be on site and the ability to visually see, audibly hear or otherwise have a clear

awareness of (depending on the reason for the periodic checks) the individual(s) when required, as determined by the plan (e.g., Staff visually checks on/sees the individual(s) within a specific timeframe (15 minutes; 1 hour; 2 hours; 2x per night). Staff required response time is as needed. Staff may be assigned supervision of more than one individual as well as perform duties other than supervision.

- d. **Range of Sight or Scan:** The individual(s) must be within the direct or indirect visual field of staff, as defined in the individual's plan of care (Assigned staff can see the individual(s) when they look around). Assigned staff are generally in the same area as the individual(s) (e.g., room, area of the vehicle), depending on the reason for range of scan, and the individual(s) is/are immediately in the line of sight or with limited range of movement of the staff (e.g., staff turns head or body around) so that the individual(s) can be seen, as defined in the individual's plan of care. Staff required response time is "efficiently." Staff may be assigned to perform duties other than supervision and /or to supervise more than one individual provided that this is clearly defined in the plan specific to the environment or activity and they do not delay staff response or result in staff not being able to see the individual(s) at all times.
 - e. **One-to-One:** The individual requires one or more staff assigned to them (e.g. 1:1, 2:1). Staff will maintain a proximity that allows them the greatest chance to prevent or minimize the impact of the issue for which the level of supervision is assigned. Staff will be required to respond immediately to needs of the individual. Staff may not be assigned to more than one individual, and may not be assigned tasks or duties other than supervision.
3. These levels of supervision may be more specifically defined as needed. In addition to the considerations specific to the individual's care plan such as staff proximity, response time and assignment of more than one individual or duties; there will be consideration of the circumstances or settings where a specific LOS must be provided as well as, when necessary, procedures established to ensure LOS responsibilities are properly transferred.
 4. Staff delivering services will be trained on the specific LOS and on how to implement the supervision requirements within the context of all the individuals under their care. This will include ensuring that staff:
 - Can easily understand the individual's supervision needs,
 - Know their specific responsibilities when providing the LOS,
 - Have sufficient resources and administrative support to implement the LOS in the context of all their other responsibilities,
 - Have the training and skills necessary to implement the LOS, and
 - Understand how to properly transfer supervision duties.
 5. Identified needs, including supervision, will be communicated and documented through a person-centered plan that is easy for staff to understand and implement.

	1:1 Supervision	Range of Sight or Scan	Periodic Checks	Independent with Staff Present	Independent
1. Staff Assigned to the Individual	One or more staff assigned to one individual (e.g., 1:1, 2:1).	The individual(s) must be within the direct or indirect visual field of staff, as defined in the individual's plan of care (Assigned staff can see the individual(s) when they look around).	Staff observe the individual(s) as specified in their plan (can be visual or audio). This includes the signs of life checks.	Staff member is aware of the location of the individual(s) and is within a planned vicinity to assist the individual(s); no schedule of checks.	Individual does not require a specified LOS.
2. Proximity of Staff to the Individual	Staff must maintain a proximity that allows them the greatest chance to prevent or minimize the impact of the issue for which 1:1 is assigned. If any specific proximity requirements are needed, this should be specified in the individual plan/s.	Assigned staff are generally in the same area as the individual(s) (e.g., room, area of the vehicle), depending on the reason for range of scan, and the individual(s) is/are immediately in the line of sight or with limited range of movement of the staff (e.g., staff turns head or body around) so that the individual(s) can be seen, as defined in the individual's plan of care.	On site. Staff must have the ability to visually see, audibly hear or otherwise have a clear awareness of (depending on the reason for the periodic checks) the individual(s) when required, as determined by the plan (e.g., Staff visually checks on/sees the individual(s) within a specific timeframe (15 minutes; 1 hour; 2 hours; 2x per night).	If specific proximity is required, this should be specified in the individuals' plan. e.g., Staff may be strategically located to hear the individual(s) at all times.	As needed
3. Response Time required for staff action	Immediately	Efficiently	As needed	As needed	As needed
4. Ability of staff to provide assigned supervision while performing tasks, duties, and activities other than supervision and/or to supervise more than one individual.	No	Yes, but only if clearly defined in the plan specific to the environment or activity.	Yes	Yes	Yes
Details	See person-centered plans				