

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Listed Alphabetically by Title	Category	Date Issued/Revised
Active Shooter Protocol	Administration	4/28/2016
Administrative Leave During Investigations	Human Resources	4/3/2017
Agency Cell Phone Assignment and Personal Employee Cell Phone Reimbursement	Administration	5/1/2023
Agency On-Call Systems	Administration	2/18/2021
Agency Receipts Processing & Verification	Fiscal	1/18/2024
Agency Response Individuals Needing Legal Represent	Administration	6/8/2023
Agency Written Instructions	Administration	6/8/2023
Annual Financial Audit	Fiscal	6/15/2009
Artificial Intelligence Use	Administration	3/14/2025
Assessing Satisfaction with Service Coordination Services	Quality Assurance	5/30/2012
Assistive Technology	Administration	5/2/2023
Background Checks for Applicants & Employees	Human Resources	7/1/2013
Bank Reconciliations	Fiscal	11/23/2022
Basic Assurances	Administration	5/7/2019
Blood Borne Pathogens Exposure Control Plan	Administration	2/9/2023
Budgeting	Fiscal	4/13/2023
Cash Coverage	Fiscal	3/9/2023
Cell Phone Assignment	Administration	5/1/2023
Chart of Accounts/Cost Centers/Funds	Fiscal	1/12/2023

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Community Integration Activity Funding	ICS	1/12/2023
Confidentiality of Clinical Records	Quality Assurance	2/23/2017
Conflict of Interest Disclosure	Administration	12/6/2017
Controlled Substances	Residential	4/13/2023
Corporate Compliance	Quality Assurance	8/23/2019
Corporate Compliance, Addendum	Quality Assurance	4/4/2016
CSPs and SDSPs Administering Medications	Residential	10/20/2023
Determination of Representative Payee	Residential	03/23/2018
Driving Vehicles for Agency Business	Human Resources	3/2/2016
Education Assistance Program	Human Resources	3/1/2016
Electronic Data Management	Administration	3/7/2011
Employee Conduct	Human Resources	5/11/2023
Employee Dress Code	Human Resources	5/15/2023
Employee Referral Program	Administration	9/30/2024
Employee Testing for Tuberculosis	Human Resources	10/20/2023
Family and Medical Leave Act (FMLA)	Human Resources	1/4/2011
Filing and Reviewing of Complaints and Grievances	Administration	1/8/2019

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Listed Alphabetically by Title	Category	Date Issued/Revised
Financial Statements	Fiscal	2/9/2023
Fire Safety	Residential	01/08/2018
Gathering the Input in of Individuals in the Hiring of Direct Support Professionals (DSPs)	Residential	5/11/2023
Hazardous Chemical Communication	Residential	2/9/2023
Health Care Decision Making	Residential	2/23/2016
Health Care Screening	Residential	12/19/2014
Holiday Time	Human Resources	1/6/2017
Home and Community Based Settings	Residential	7/18/2023
Hospital Coverage	Residential	11/22/2022
Human Rights Committee	Quality Assurance	11/22/2022
Immediate Protections	Residential	08/16/2018
Implementation of Regulations	Quality Assurance	2/9/2023
Incident Management	Quality Assurance	01/12/2023
Individual Centered Behavioral Intervention	Residential	3/9/2023
Individual Choice/Input into Staff Selections	Administration	3/3/2023
Individual Protections	Quality Assurance	2/9/2023
Individual Rights: Telecommunication	Residential	1/12/2023
Individual Rights: Visitation	Residential	1/3/2023
Individual Visitation to Staff's Homes (Including staff family & friend's homes)	Residential	2/01/2023

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Information Technology Disaster Recovery Plan	Administration	7/15/2014
Information Technology Resource Acceptable Use	Administration	4/4/2016
Informed Consent	Quality Assurance	3/23/2023
Informed Consent Committee	Quality Assurance	5/11/2023
Intake Planning Discharge Process	ICS	5/30/2019
Intermediate Care Facility (ICF) Emergency Preparedness	Residential	3/13/2018
Job Descriptions	Human Resources	9/28/2011
Levels of Supervision	Administration	6/21/2016
Line of Credit	Fiscal	5/2/2011
Meals, Dining Plans, Choking Prevention	Residential	4/6/2023
Media Relations/Inquiries	Administration	1/12/2023
Medication Administration	Residential	5/11/2023
Medication Errors	Residential	6/8/2023
Medication Self-Administration	Residential	7/20/2023
Medication Use	Residential	8/10/2023
Mileage Reimbursement	Fiscal	5/11/2023
Mutual Aid Pool	Human Resources	11/14/2013
Natural Supports Network Guideline	Administration	2/5/2019
Notification of Rights and Responsibilities for Persons Receiving OPWDD Services	Administration	4/24/2023
Nursing Services On-Call	Residential	11/23/2022

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Objection to Services	Administration	5/4/2023
Obtaining a Clinical Evaluation Following Changes to an Individual's Functional Ability	Residential	1/3/2023
On Call Systems	Administration	2/18/2021
OPWDD Housing Subsidy	ICS	1/12/2023
OPWDD Revised Staff Guidelines for Coronavirus	Administration	10/1/2020
Overtime Management and Approval for Staff Assigned to the Residential Department	Human Resources	6/13/2016
Overtime Management and Approval in Service Coordination	Human Resources	9/21/2012
Patient Review Instrument (PRI) Screens	Service Coordination	7/23/2010
Performance Evaluations	Human Resources	4/28/2016
Person Centered Planning	Administration	11/19/2015
Personal Allowance	Residential	9/14/2023
POM Interviews/Life Journey Conversations	Administration	1/6/2017
Properly Securing an Individual and Wheelchair in a Van	Residential	5/1/2023
Protecting Valuables of Individuals Supported	Residential	6/8/2023
Provision of Services	Administration	1/3/2023
Purchasing	Administration	5/3/2023
Receipt of Official Legal Documents	Quality Assurance	10/20/2023
Record Retention and Destruction	Administration	11/22/2022
Related Party Transactions	Fiscal	12/8/2022

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Reporting Allegations of Child Abuse and Neglect	Quality Assurance	4/13/2023
Reporting of Audit Information	Administration	3/9/2023
Reporting of Critical Incidents	Administration	6/14/2013
Requests for Time Off	Residential	5/21/2018
Required Trainings and Maintaining Certifications	Human Resources	4/13/2023
Review of Physical Interventions	Residential	11/22/2022
Safety Committee	Administration	11/22/2022
Sanction Screening & Credentialing Review	Human Resources	12/14/2017
Self Directed Services Fiscal Intermediary	ICS	4/24/2023
Smoking, Vaping, E-Cigarettes	Quality Assurance	4/13/2023
Supervised IRA Billing	Residential	6/8/2023
Supervision of Newly Hired but Uncleared Staff	Human Resources	05/10/2018
Supervision of Staff	Human Resources	6/8/2023
Swimming and Water Safety	Administration	12/4/2013
TBI Program Incident Investigation	Quality Assurance	06/27/2018
Timekeeping	Human Resources	11/21/2017
Training	Human Resources	3/26/2012
Training and Professional Growth	Administration	2/18/2021
Training Tracking	Quality Assurance	1/1/2024
Transitions in Residential Services	Residential	4/28/2016
Transportation of Individuals	Quality Assurance	6/2/2023

## Catholic Charities Disabilities Services Policies and Standards - Table of Contents

Tuition Reimbursement Program	Human Resources	3/15/2022
Use of Safes	Residential	10/20/2023
Visitors to Individualized Residential Alt Programs for prevention of the spread of Covid 19	Residential	3/11/2020
Volunteer Work Activities for Individuals We Support	Administration	12/6/2017
Work	Quality Assurance	3/26/2012
Working Remotely	Administration	12/12/2023
Workplace Exposure	Human Resources	10/8/2010
Workplace Safety	Human Resources	10/8/2010
Wound Care	Residential	7/12/2023

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## Catholic Charities Disabilities Services Policies and Standards - Table of Contents
