

BENCO  
Supported Living Program  
POLICY AND PROCEDURE

SUBJECT: VEHICLES AND DRIVERS  
OAR: 411-328-0710 (1) a-d (2)

POLICY:

Benco employees will follow Oregon Department of Motor Vehicle laws and use defensive driving skills while operating Benco vehicles or transporting individuals using their own vehicle.

PROCEDURE:

▪ Vehicles and Drivers:

**(1) a-d** Benco employees who use their own vehicle or use Benco vehicles to transport individuals, must: maintain the vehicle in safe operating condition; comply with Oregon Department of Motor Vehicle laws; maintain insurance coverage including liability, on all vehicles; and carry a first aid kit in the vehicle.

**(2)** Drivers operating vehicles that transport individuals must meet applicable Department of Motor Vehicle requirements as evidenced by a valid driver's license. The employee must have a driving record that meets Benco's motor vehicle insurance standards.

Approved by: Julie Hansen  
Julie Hansen, Benco Board President

Date: 1/30/24

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SUBJECT: ENTRY OAR: 411-328-0790 (1) (3) a-b (A-D) (i-v) (E-L)
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POLICY:

(1) The Supported Living Program will provide services to people with intellectual and developmental disabilities without regard to race, color, creed, age, disability, national origin, gender, religion, duration of Oregon residence, method of payment, or other forms of discrimination under applicable state or federal law. All persons requesting services must be referred by the CDDP and must have been determined eligible for services.

PROCEDURES:

- Entry:
  - **(3) a-b (A-D) (i-v) (E-L)** Prior to or upon entry ISP team meeting, Supported Living must acquire the following individual information:
    - A copy of the eligibility determination document;
    - A statement indicating safety skills, including the ability of in the individual to evacuate from a building when warned by a signal device and adjust water temperature for bathing and washing;
    - A brief written history of any behavioral challenges, including supervision and support needs;
    - A medical history and information on health care supports that includes:
      - The results of the most recent physical exam;
      - The results of any dental evaluation;
      - A record of immunizations;
      - A record of know communicable diseases and allergies; and a record of major illnesses and hospitalizations.
    - A written record of any current or recommended medications, treatments, diets, and aids to physical functioning;
    - A copy of the most recent needs assessment. If the needs of the individual have changed over time, the previous needs assessments must also be provided;
    - Copies of protocols, the identification tool, and any support documentation;
    - Written documentation to explain why preferences or choices of the individual may not be honored at that time;
    - A copy of the most recent ISP and Behavior Support Plan and assessment;
    - Information related to the lifestyle, activities, and other choices and preferences; and
    - Documentation of financial resources.

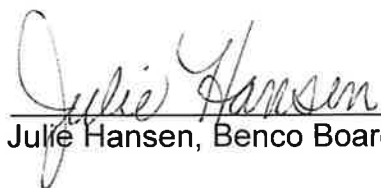
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Entry meeting:

An entry ISP team meeting must be conducted prior to the onset of services to an individual. The findings of the entry meeting must be recorded in the file for the individual and include a minimum:

- The name of the individual proposed for services;
- The date of the entry meeting;
- The date determined to be the date of entry;
- Documentation of the participants included in the entry meeting;
- Documentation of the pre-entry information required by subsection (a) of this section;
- Documentation of the decision to serve the individual requesting services; and
- The written Transition Plan for no longer than 60 days that includes all medical, behavior, and safety supports needed by the individual.

Approved by:

  
Julie Hansen, Benco Board President

Date:

