

BENCO
24 Hour
POLICIES AND PROCEDURES

SUBJECT: STAFFING REQUIREMENTS

OAR: 411-325-0170 (1) a-b (2) a-d (A-I) (e) (3) (4)

POLICY:

(1) Benco has policies and procedures for the number of staff appropriate to the number of individuals receiving services.

PROCEDURE:

- **(a)** A home with five or fewer individuals will have at least one staff member on the premises of the home when individuals are present.
 - **(b)** A 24-hours residential setting with five or fewer individuals in apartments will have a least one staff member on the premises of the apartment complex when individuals are present.
- (2) A home is granted an exception to the staffing requirements in sections (1)(a), (1) (b), and (1)(c) when the following conditions have been met:
- **(a)** No more than two adult individuals are to be left alone in the home at any time without on-site staff supervision.
 - **(b)** The amount of time an adult individual may be left alone in the home will not exceed five hours within a 24-hour period and the adult individual will not be responsible for any other adult individual or a child in the home or community.
 - **(c)** An adult individual will not be left alone in the home without staff supervision between the hours of 11:00 P.M. and 6:00 A.M.
 - **(d)** An adult individual may be left alone in the home if the adult individual has a documented history of being able to perform the following safety measures or there is a documented ISP team decision agreeing to an equivalent alternative practice:
 - **(A)** Independently call 911 in an emergency and give relevant information after calling 911;
 - **(B)** Evacuate the premises during emergencies or fire drills without assistance in three minutes or less;

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- **(C)** Knows when, where, and how to contact their provider in an emergency;
 - **(D)** Before opening the door, checks who is there;
 - **(E)** Answer the door appropriately, including not inviting strangers into the home;
 - **(F)** Safely use small appliances, sharp knives, kitchen stove, and microwave, or if not used safely, understand not to use without a staff present;
 - **(G)** Self-administer medications, if applicable;
 - **(H)** Safely adjust water temperature at all faucets; and
 - **(I)** Safely take a shower or bath without falling, or if these activities present a risk to the individual, the individual understands not to shower or bath without a staff present.
- **(e)** There is a documented ISP team decision annually noting team agreement that the adult individual meets the requirements of subsection (d) of this section.
- **(3)** If at any time an adult individual is unable to meet all of the requirements in section (2)(d)(A)-(I) of this rule, provider will not leave the individual alone without supervision. In addition, the provider will notify the individual's Services Coordinator within one business day and request that the individual's ISP team meet to address the ability of the individual to be left alone without supervision.
- **(4)** Each home will meet all requirements for staff ratios as specified by contract requirements.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 12-10-2019