



The Harford Center, Inc.

"Serving the needs of Harford County adults with developmental disabilities since 1961."

January 01, 2019

Policy/Procedure: One-to-One Staff Requirements

In addition to direct support staff responsibilities, employees assigned to a 1:1 individual, are also required to:

- 1) Always be in their presence.
- 2) Follow the terms of their plan
- 3) Always have them in your line of sight, at arm's length, or shoulder to shoulder.
- 4) Never walk ahead of your individual.

If you leave your 1:1 individual for any reason (bathroom, break, etc.), you must assign another staff to cover your individual until return. Do not assume that someone is covering for you. **Ask Them.** Staff will be held accountability if these procedures are not followed. However, you cannot ask someone to cover for you who has not been trained specifically to work with that individual. It is best to go to your supervisor to allow him/her to make that decision.

As a 1:1 staff your position is tied directly to your assigned individual's funding, should your individual be absent, you may be given an alternate assignment such as another 1:1 individual, a group, a floater, or other duties needed by the Center. If there are no openings that day, you may be asked to take a PTO day.

If, for any reason, your assigned 1:1 is discharged from The Harford Center, you would be given the opportunity to apply for any open positions. If there are no open positions, your employment could be terminated. A termination decision would be based on performance, tenure, etc.

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