

Procedure Title: Procedure for using Substitute Staff for coverage

Department: Program

Updated: October 31, 2018

Purpose: To provide people we serve quality supports in a safe environment

1. When a substitute staff are asked to cover a call-out that person must be trained on the individual plan and the behavior plan if one is in place.
2. Supervisors are to train the staff on the information prior to the substitute working with an individual. Staff are to sign- off that they were trained, and supervisors are to initial they performed the training.
3. Once the substitute staff has been trained on the people they will be working for, the supervisor will ensure that all necessary tracking documents and schedules are given to the staff to be able to provide adequate and safe supports.
4. A supervisor will make sure the substitute staff has a copy of the Individual plan and the behavior support plan. All plans must remain at the Center in a secured, locked location.
5. Failure to comply with the above will result in disciplinary action.
6. Failure for the supervisor to train staff prior to him or her working with an individual will result in disciplinary action.

I acknowledge that I have signed the Procedure for using Substitute Staff for coverage.

Signature: _____ Date: _____

Printed Name of Staff: _____