



# *The Harford Center, Inc.*

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

## **Weekly and monthly expectation from supervisor procedure**

**Purpose: To create a structure that efficiently ensures all documentation for each program accurately illustrates visual accountability.**

### **Day Habilitation**

- The supervisors for Day Program will ensure weekly schedules and staffing coverage/ratios are turned in **every Friday** via the Program Director's Information folder on the shared drive.
- Day Habilitation supervisors will complete and turn in monthly calendars before the **1<sup>st</sup>** of every month to be reviewed and by Program Director and sent home to families and providers by the **3<sup>rd</sup>** of every month. This will also be shared in the Program Director's Information folder on the shared drive.
- Day habilitation group list will be updated every month and turned in with all changes. This will also be shared in the Program Director's Information folder on the shared drive.
- Day habilitation supervisor will post a new monthly calendar, in-house schedules, group list and daily schedules in each area of supporting people to visual activities for in-house and community.
- Day habilitation supervisors will check staff case notes weekly to make sure all documentation is correct and meaningful activities occur.
- Staff meeting will be done on the **15<sup>th</sup>** of every month following the Managers meeting. This will also be shared in the Program Director's Information folder on the shared drive.
- **Attendance and Accountability during Program hours. All staff will turn in to supervisor every morning and taken out in the community for Peron's present and where-about before taken off, see procedure for Attendance and Accountability during Program. Program supervisor will review before staff leave day program facility.**

### **Pre-vocational**

*4 N. Earlton Road, Havre de Grace, MD 21078. Phone: 410-939-1420. Fax: 410-939-4426*



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- Pre-Voc Supervisor will ensure weekly schedules and staffing coverage/ratios are turned in **every Friday**. This will also be shared in the Program Director's Information folder on the shared drive.
- Pre-Voc supervisor will complete and turn in monthly calendars on the **1<sup>st</sup>** of every month to be reviewed and by program Director and sent home to families and providers by the **3<sup>rd</sup>**. This will also be shared in the Program Director's Information folder on the shared drive.
- Pre-Voc group list will be updated **every month** and turned in with all changes. This will also be shared in the Program Director's Information folder on the shared drive.
- Pre-Voc supervisor will post a **new monthly calendar**, in-house schedules, group list and daily schedules in each area of supporting people to visual activities for in-house and community.
- Pre-Voc supervisors will check staff case notes weekly to make sure all documentation is correct and meaningful activities occur.
- Staff meeting will be done on the **15<sup>th</sup>** of every month following the Managers meeting. This will also be shared in the Program Director's Information folder on the shared drive.
- **Attendance and Accountability during Program hours. All staff should turn in to supervisor every morning and taken out in the community for Peron's present and where-about before taken off, see procedure for Attendance and Accountability during Program. Program supervisor should review before staff leave day program facility.**

## **Career Exploration/Supported Employment**

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- Career exploration Program supervisor should make sure that all case notes/Discovery notes for individual's progress are now done in the data base daily. This is in-house in community, staff should report on both.
- Quarterly notes for supported employment are due **every three months** and will be given to Program Director for review. This will also be shared in the Program Director's Information folder on the shared drive. **Supervisor and Job coaches responsible to turn it in.**
- Site Visit will be done every month by the **1<sup>st</sup>** by job coach for the people they support at their job site for progress or concerns, see Program supervisor for forms. This will also be shared in the Program Director's Information folder on the shared drive. **Supervisor and Job coaches responsible to turn it in. The second site visit can be in person or a phone call to person's job supervisor.**
- Staff meeting will be done on the **15<sup>th</sup>** of every month following the Managers meeting. This will also be shared in the Program Director's Information folder on the shared drive.
- Day program monthly report will be done by supervisor. This will also be shared in the Program Director's Information folder on the shared drive. On the **1<sup>st</sup>** the month by Supervisor.
- **Attendance and Accountability during Program hours. All staff should turn in to supervisor every morning and taken out in the community for Peron's present and where-about before taken off, see procedure for Attendance and Accountability during Program. Program supervisor should review before staff leave day program facility.**

Arthur Williams

Program Director

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