

THE HARFORD CENTER

Procedure: **Attendance and Accountability during Program hours**

Department: Programs

Purpose: The Harford Center values the safety of its individuals. One of the tenets of the vision mission statement is to promote safety of the individuals that are supported. To that end, this process will hold each staff accountable to ensure that the whereabouts of all individuals are known and that each individual will be monitored within his/her assigned ratios.

Process:

1. On Arrival, staff should take attendance of his/her group, and check the box for location before leaving the center to engage their individuals in meaningful community activities.
2. Staff should fill out **New Destination** for new community Activities. Fill all the blanks such as time in, time out, and date.
3. If you are not regularly assigned to the group, indicate whether you are a **Sub staff** or a **Floater staff**.
4. Staff should indicate which agency staff they are leaving an Individual with so that the individuals will be safe and will be engaged in meaningful activities In-house.
5. The person who is accepting the responsibility of monitoring the individual or individuals will sign his/her signature.
6. Before going out into the community, regular staff will make sure they sign, as well, and his/her Program Supervisor should sign off to approve attendance/Meaningful community Activities.
7. Prior to supporting an individual, staff should know his/her individual's behavioral plan and the instructions of line of sight that is applicable to each specific individual.
8. Staff should keep a copy in their folder, and the Program Supervisor should also have a copy for reference.
9. Even though individuals might have **alone time**, staff should know when it applies and still make sure that they are monitored and engaged in activities. While you're out in the community with any of the individuals from the Harford Center, alone time does not apply. All individuals should be in line of sight, and staff should know their whereabouts at all times.
10. The Program Supervisor will hold each staff accountable for these procedures.
11. All staff should do a head count and name call of all individuals before leaving the program and all destination in the community before driving off from location.
12. Failure to follow this procedure could lead to Disciplinary action.

I acknowledge that I have received and read the **Attendance and Accountability during Program hours** policy, and understand if I have questions I can go to my supervisor or Human Resources. I agree to abide by this policy.

Print Name of Employee _____

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Additional Individuals joining group:

Name of Individual	Ratio	Staff Signature

Program Supervisor signature _____

Staff Signature: _____