

**DHS**  
**S**eniors and  
**P**eople with  
**D**isabilities

<b>STATE-OPERATED COMMUNITY PROGRAMS</b>	<i>June 1, 2002</i>
<b>24-HOUR RESIDENTIAL POLICIES AND PROCEDURES</b>	<b>#2.004</b>
<b>PROGRAM MANAGEMENT: Individual/Family Involvement</b>	
<b>OAR 309-049-0207</b>	

**POLICY:**

The program shall include all individuals and families/advocates/significant others in decision making in the operation of the State-Operated Community Program.

**PROCEDURE:**

1. Prior to making any changes in the policies, procedures, or decisions that could affect the individual or families/significant others, an ISP Team meeting will be held to review/modify plans prior to implementation.
2. At a minimum a yearly gathering will occur such as a picnic and will include individuals, family members and/or significant others.
3. Any new policies/procedures prior to sign-off by Administrator will be sent to all families, significant others, and individuals in the home for their input and involvement in finalization of plans. Committees will be formed when necessary to formalize new policies and will include families, guardians, and advocates as applicable.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director