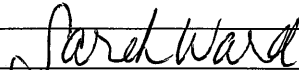


Managerial Policy

Subject: Individual Choice – Developmental Disabilities	Serial No.: 1.1.3.1
Adopted: November 2024	Supersedes: 5/23
Related Policies:	
Director of Developmental Disabilities Signature: 	

Purpose: To assure the agency will maintain a commitment to remove attitudinal, architectural, employment, communication, and other potential barriers to people with disabilities within the agency and the community.

- I. The agency recognizes that individuals with intellectual and developmental disabilities have the right to recognition as persons before the law and to enjoy legal capacity on an equal basis with individuals who do not have disabilities in all aspects of life.
 - A. Daily Activities
 1. The agency will provide reasonable accommodations to enable individuals with disabilities to participate in activities.
 2. The agency will participate in community activities that promote opportunities for persons with disabilities.
 3. The agency will insure that all programs and services are available to persons with disabilities who meet eligibility/entrance criteria.
 4. The agency will address attitudinal, architectural, transportation, and communication barriers in programs and services.
 5. The agency will review each aspect of accessibility in the discovery tool, person centered plan, and implementation strategy plan upon the initial application for services and each fiscal year.
 6. The agency shall optimize the individual initiative, autonomy, and independence in making life choices. This opportunity shall be demonstrated in the development of specific daily activities, optimizing their physical environment per their preference, and promoting choice of interaction with community contacts, friends, staff, and family.
 7. The agency shall train staff in the process of person centered planning and implementation strategy development.
 8. Support activities are flexible and work around the individual's preferred schedule.
 9. Individuals have freedom to control their own schedule and activities (they do not have to adhere to a set-schedule of waking, bathing, exercising or participating in activities).
 10. The agency will provide ongoing training to support staff to ensure the understanding of individual's rights to equalized access to community life.
 - B. Residential Setting
 1. The agency shall provide each person the right to move about in all their environments, and this freedom shall be the same for all individuals.

2. The individual freedom of movement is only restricted due to safety reasons, and documented in the person centered plan and is approved by the Human Rights Committee (HRC).
3. The agency will maintain an accessibility process to address attitudinal, architectural, transportation, and communication barriers to its programs and services.
4. This agency will comply and ensure an individual's physical environment meets his or her needs through the personal plan, Implementation Strategies (IS), and HRC where appropriate.
5. The agency will take action to address accessibility deficiencies and will ensure that buildings comply with the locally adopted building codes, life safety codes and the State Fire Marshall inspection.
6. Individuals do not have to follow one "set schedule" for all living in the setting.
7. Individuals have control over their personal funds and access to information about their income.
8. Individuals are afforded financial literacy skills training, including how to use the personal resources they possess and how to protect those resources at home, work, and in the community.
9. Staff are trained to safeguard funds and follow the individual's plan with respect to funds, if such a plan is in place. Licensed programs must comply with applicable licensing requirements regarding control of personal resources/management of funds; best practice suggestions.

C. Daily Interactions

1. The agency shall promote the opportunity and freedom of all individuals to choose with whom they want to spend time.
2. The agency shall encourage individuals to seek relationships with coworkers, neighbors, roommates, community groups and others they may meet in the community.
3. The agency documents the right of individuals through the person centered plan, implementation strategy, and regular calendar of individual events.
4. The agency supports a person's right to have relationships and believes this right provides opportunity for the individual to learn how to interact social situations.
5. The agency gives the individual's personal preferences priority over a guardians or agency's preferences (unless for a documented health and safety reason).
6. The agency supports that individuals feel supported and inspired to work toward their goals, dreams, and priorities.

7. The agency will ensure their practices do not isolate older adults and individuals with disabilities from the community.

D. Meal Preferences

1. In residential setting, the individual has access to food at any time unless special diet is documented under modifications and approved by HRC. If modification is in place, other individuals without the modification will have access to the food at all times.
2. Agency will provide the individual the right to choose when, where, and with whom a meal will be eaten and accommodations will be made both in the residential setting and day services.
3. Agency supports the person's right to choose meal preference and an alternative meal will be provided if prepared meal is not the person's choice.
4. Agency complies with all medication administration in regards to serving meals/snacks with medications.
5. Agency supports the person's right to access food during lunch and breaks while at day services. Residential programs supply day services with snack options of the individual's choosing.
6. Agency shall provide support and assist with problem solving if a modified diet is recommended in Person Centered Plan and all supports shall be outlined in the Implementation Strategy and reviewed and approved by the Human Rights Committee regularly.
7. All staff will be trained on individuals' rights to access to food, modified diets, meal choices, etc.
8. Agency shall support individual choices on meals, grocery lists, and menus.

E. Visitors

1. Every resident shall be permitted unimpeded, private, and uncensored communication of his choice by mail, public telephone, or visitation.
2. The facility shall ensure that residents may have private visits at any reasonable hour unless such visits are not medically advisable for the resident as documented in the resident's clinical record by the resident's physician.
3. When possible, facility shall assist with travel arrangements, coordination of visits or telecommunication opportunities with families to ensure strong community and family ties.
4. The facility shall ensure that space for visits is available and that facility personnel knock, except in an emergency, before entering any resident's room.

5. No visitor shall enter the immediate living area of any resident without first identifying himself and then receiving permission from the resident to enter. The rights of other residents present in the room shall be respected.
6. Employees are responsible for the conduct and safety of visitors.
7. If an unauthorized individual is observed on the facility premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the office.
8. If an unauthorized individual on the facility premises is deemed to be a threat, employees should immediately call 911.
9. Individual has the right to visits while at Community Day Services. All possible accommodations will be made to ensure a safe space to visit is available in compliance with state regulations.

F. Education

1. Clients have the right, with consent, to participate in sex education.
2. Clients have the right to utilize the internet following education on internet safety.
3. The agency shall provide training in sex education for each individual and staff.
4. This agency will monitor and train staff on an ongoing basis that an individual's accessibility needs are being met.