

# MAXABILITIES PROCEDURE MANUAL

## TABLE OF CONTENTS

| Procedure Title                                     |  | Corresponding Policy/Directive                                               | Effective Date | Most Current Revision Date | NOTES            |
|-----------------------------------------------------|--|------------------------------------------------------------------------------|----------------|----------------------------|------------------|
| ANE- Prevention and Response                        |  | DD 534-02<br>Policy: ANE                                                     | 9/8/09         | 9/28/2023                  |                  |
| Admission & Discharge                               |  | DD 502-01<br>DD 502-05<br>Policy: A & D                                      | 10/28/10       | 3/28/2024                  |                  |
| Advance Directives                                  |  | DD 535-12<br>DD 535-07<br>Policy: Advance Directives                         | 10/28/10       |                            |                  |
| Behavior Support                                    |  | DD 600-05<br>DD 535-17<br>DD 603*01<br>Policy: Behavior Support              | 2/25/11        | 6/28/18                    |                  |
| Case Management/EI Incentive Plan                   |  |                                                                              | 1/28/2021      | 12/5/2025                  |                  |
| Consumer Elopement                                  |  |                                                                              | 10/1/91        | 1/24/2019                  |                  |
| Consumer Funds                                      |  | DD various                                                                   | 12/5/01        | 8/22/2024                  |                  |
| Critical Incident Reporting                         |  | DD 100-09                                                                    | 9/8/09         | 12/5/2024                  |                  |
| Death Reporting                                     |  |                                                                              | 12/8/2022      |                            |                  |
| Direct Service Mgr Incentive Plan                   |  |                                                                              | 7/1/2022       |                            |                  |
| Disaster Plan                                       |  | DD 100-25<br>Policy: Disaster Preparedness                                   | 9/8/2004       | 1/1/2025                   |                  |
| Disaster Plan: Influenza Pandemic Employee Protocol |  | DD 100-25<br>Policy: Disaster Preparedness                                   | 5/1/09         | 7/20/09                    |                  |
| Electronic Billing                                  |  |                                                                              | 4/1/2022       |                            |                  |
| Electronic Record Keeping                           |  | DD 367-12<br>Policy: ERK                                                     | 8/27/2015      | 2/27/2025                  |                  |
| Emergency On-Call System                            |  |                                                                              | 4/23/1999      | 5/12/2025                  |                  |
| Exposure Control Plan                               |  | Policy: OSHA Compliance                                                      | 3/1/1999       | 1/1/2026                   | In Safety Manual |
| Family Arranged Respite- State Funding              |  | DD 734-01<br>Policy: Individual/ Family Support Stipends                     | 2/1/1999       | 2/22/2018                  |                  |
| Hazard Communication                                |  | Policy: OSHA Compliance                                                      | 6/1992         | 1/1/2026                   | In Safety Manual |
| Human Resources Procedures (Procedure Manual)       |  |                                                                              |                |                            |                  |
| Employee Conduct                                    |  | 101- Code of Ethics                                                          | 9/24/2009      | 8/24/17                    |                  |
| Workplace Violence                                  |  | 101-Code of Ethics<br>OSHA Compliance                                        | 7/1/2000       | 12/7/23                    |                  |
| Professionalism                                     |  | 101-Code of Ethics                                                           | 9/24/2000      | 6/22/12                    |                  |
| Affirmative Action Plan                             |  | 103- Employment Law<br>Age Discrimination Act<br>Title VII/ Civil Rights Act | 7/1/1998       | 8/24/23                    |                  |
| Equal Employment Opportunity                        |  | 103-Employment Law<br>ADAAA<br>Title VII/ Civil Rights Act                   | 7/1/1998       | 8/24/23                    |                  |
| Disability Accommodation                            |  | 103-Employment Law<br>ADAAA                                                  | 7/1/1992       | 8/24/23                    |                  |
| Non-Discrimination/ Anti-Harassment                 |  | 103-Employment Law<br>Title VII/ Civil Rights Act                            | 7/1/1998       | 8/23/18                    |                  |
| Benefits Continuation (COBRA)                       |  | 103- Employment Law<br>America Recovery and Reinvestment Act (AARA)          | 7/1/1992       | 3/1/2013                   |                  |
| Jury/ Witness Duty                                  |  | 103-Employment Law<br>Jury Service Selection Act                             | 7/1/1992       | 10/6/10                    |                  |
| Confidentiality of Records                          |  | 104- Confidentiality Policy<br>HIPPA<br>HIPPA Breach Notification            | 7/1/1998       | 2/27/2025                  |                  |
| Employee Medical Examinations                       |  | 105- Hiring<br>ADA<br>603-06-DD                                              | 7/1/1992       | 5/25/21                    |                  |
| ANE/Criminal Records/Activities                     |  | 105- Hiring<br>Omnibus Adult Protection Act                                  | 7/1/1992       | 9/28/23                    |                  |

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| Hiring, Developing, Retaining Staff                      |  | 105- Hiring<br>ADA<br>Immigration Reform Act<br>405-04 DD<br>603-06-DD               | 7/1/2003       | 2/23/23                    |                  |
| Record Keeping                                           |  | 105- Hiring                                                                          | 7/1/1998       | 5/25/21                    |                  |
| Employee Identification Cards                            |  | 105- Hiring                                                                          | 2/1/1999       | 5/25/21                    |                  |
| Hiring of Relatives                                      |  | 105- Hiring                                                                          | 7/1/1992       | 9/24/2009                  |                  |
| Salary Changes                                           |  | 106- Compensation                                                                    | 7/1/2002       | 9/25/22                    |                  |
| Timekeeping                                              |  |                                                                                      | 7/1/1998       | 5/9/15                     |                  |
| Pandemic Health Event                                    |  |                                                                                      | 8/1/2020       | 9/1/2020                   |                  |
| Performance Evaluation                                   |  | 106- Compensation                                                                    | 7/1/1992       | 11/7/13                    |                  |
| Paydays/ Form of Payment                                 |  | 106- Compensation                                                                    | 7/1/1992       | 11/8/12                    |                  |
| Dual Employment                                          |  | 106- Compensation                                                                    | 7/1/1998       | 9/24/2009                  |                  |
| Employee Bonus Guidelines                                |  | 106- Compensation<br>SCDDSN Bonus Guide                                              | 9/24/2009      |                            |                  |
| General Leave                                            |  | 107- Benefits                                                                        | 7/1/1992       | 5/23/24                    |                  |
| Holidays                                                 |  | 107- Benefits                                                                        | 7/1/1992       | 6/26/25                    |                  |
| Insurance Benefits/ Classification                       |  | 107- Benefits<br>ERISA, Social Security,<br>ADAAA, Employment<br>Security Commission | 7/1/1992       | 1/1/14                     |                  |
| Travel                                                   |  | 107- Benefits                                                                        | 7/1/1992       | 8/22/19                    |                  |
| Workers Compensation Insurance                           |  | 108- Workers Comp.<br>FMLA                                                           | 7/1/1992       | 9/28/23                    |                  |
| Transitional Work Program                                |  | 108- Workers Comp.<br>FMLA                                                           | 7/1/1998       | 9/28/23                    |                  |
| Equipment/ Property Damage                               |  | 109- Property Usage<br>100-09 DD                                                     | 7/1/1998       | 12/7/23                    |                  |
| Personal Property                                        |  | 109- Property Usage                                                                  | 7/1/1998       | 12/7/23                    |                  |
| Inclement Weather                                        |  | 110-Leave                                                                            | 7/1/1992       | 8/22/12                    |                  |
| Administrative Leave                                     |  | 110-Leave                                                                            | 7/1/2001       | 9/24/2009                  |                  |
| Attendance/ Punctuality                                  |  | 110-Leave                                                                            | 7/1/1998       | 7/1/19                     |                  |
| Family Medical and Military Family Leave Act Entitlement |  | 110-Leave                                                                            | 7/1/1995       | 9/28/23                    |                  |
| Leave of Absence Without pay                             |  | 110-Leave                                                                            | 7/1/1992       | 1/1/12                     |                  |
| Staff Development                                        |  | 112-Staff Development<br>567-01-DD                                                   | 7/1/1992       | 3/27/2025                  |                  |
| Transfers                                                |  | 113-Personnel Changes                                                                | 7/1/2006       | 8/27/20                    |                  |
| Paydays/ Forms of Payment                                |  | 106- Compensation                                                                    | 7/1/1992       | 1/15/2026                  |                  |
| Reduction In Force                                       |  | 113-Personnel Changes                                                                | 7/2/2006       | 9/24/2009                  |                  |
| HR Activity Sheet                                        |  | 113- Personnel Changes                                                               | 7/1/2009       | 9/13/11                    |                  |
| Employment Separation                                    |  | 114-Termination                                                                      | 7/1/1998       | 2/27/2025                  |                  |
| Employee Grievance                                       |  | 115-Disciplinary Action                                                              | 7/1/1992       | 6/27/19                    |                  |
| Alcohol/ Drug Free Workplace                             |  | 116-Drug/Alcohol Use<br>Drug Free Workplace Act                                      | 7/1/1992       | 10/13/2010                 |                  |
| Human Rights Committee                                   |  | DD- various                                                                          | 8/18/11        | 4/24/2025                  |                  |
| Individual and Family Support Stipend                    |  | DD 734-01<br>Policy: Individual/ Family<br>Support Stipends                          | 9/21/1995      | 2/22/18                    |                  |
| Key Acquisition/Replacement (Residential)                |  | SCDDSN Residential<br>Certification Standard<br>(12/07)                              | 8/11/2008      | 11/7/11                    |                  |
| Lifting                                                  |  | Policy: OSHA Compliance                                                              | 4/3/2003       |                            |                  |
| Lock Out/Tag Out                                         |  | Policy: OSHA Compliance                                                              | 11/1/2002      | 1/1/2026                   | In Safety Manual |
| Medical-Acute Illness                                    |  | SCDDSN Standards                                                                     | 6/15/17        | 1/23/2025                  |                  |
| Medical-Choking Incident                                 |  |                                                                                      | 9/8/09         | 11/30/2025                 |                  |
| Medical- Disposition of Medication                       |  | Policy: Disp. Of Medication                                                          | 10/25/2012     | 8/22/2024                  |                  |
| Medical- Fall Prevention                                 |  | Policy: Risk Management                                                              | 2008           | 1/1/2013                   |                  |

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|-------------------------------------------------------------|--------------------------------------------------------------|----------------|----------------------------|------------------|
| <b>Medical</b> -Hoyer Lift Use                              |                                                              | 11/28/25       |                            |                  |
| <b>Medical</b> -Labs for Residential Consumers              | SCDDSN Standards                                             | 6/15/17        |                            |                  |
| <b>Medical</b> -MAR                                         | SCDDSN                                                       | 6/15/17        |                            |                  |
| <b>Medical</b> - Medical Emergency                          | SCDDSN Health Care                                           | 7/26/2001      | 1/18/2011                  |                  |
| <b>Medical</b> - Medication Error Review Committee Protocol | SCDDSN Residential Standards                                 | 11/5/07        | 1/19/2018                  |                  |
| <b>Medical</b> -Medication Preparation                      | SCDDSN Residential Standards                                 | 6/15/17        |                            |                  |
| <b>Medical</b> -Medication Storage                          | SCDDSN Residential Standards                                 | 6/15/17        |                            |                  |
| <b>Medical</b> - Medication Tech Program                    | SCDDSN Directive                                             | 1/26/17        | 6/28/18                    |                  |
| <b>Medical</b> -Post Acute Medical Care Evaluation          | SCDDSN Residential Certification Standards                   | 11/16/2007     | 1/18/2018                  |                  |
| <b>Medical</b> -Psychotropic Medication                     | SCDDSN Residential Standards                                 | 6/15/17        |                            |                  |
| <b>Medical</b> - Screening for Tuberculosis (TB)            | DD 603-06<br>Policy: Medical Guidelines for Screening for TB | 6/26/07        | 12/4/2025                  |                  |
| <b>Medical</b> -Vital Signs                                 | SCDDSN Residential Standards                                 | 6/15/17        | 7/14/2020                  |                  |
| OSHA Record Keeping                                         | Policy: OSHA Compliance                                      | 7/1/2009       | 4/24/2025                  |                  |
| Plan Development/ Monitoring                                |                                                              | 8/15/2008      | 11/19/2010                 |                  |
| Powered Industrial Trucks                                   | Policy: OSHA Compliance                                      | 4/30/2010      | 1/1/2026                   | In Safety Manual |
| Resident Training Guidelines for Intimacy Issues            | DD 536-01                                                    | 2/28/12        |                            |                  |
| Risk Management Program                                     | Policy: Risk Management                                      | 1/17/2018      | 3/23/2023                  |                  |
| Shift Differential-Residential                              |                                                              | 4/2/22         | 3/23/2023                  |                  |
| Suicidal Behavior: Prevention & Response                    | Policy: Suicide: Prevention and Response                     | 4/23/09        |                            |                  |
| Transportation Manual                                       | Policy: Transportation                                       | 4/29/2010      |                            |                  |