Policy:
The health and safety of the individuals in care of Mid-Missouri Supported Living, LLC, (MMSL) is top priority of MMSL's administration and all staff on duty. Any action on the part of any employee that jeopardizes the health and/or safety of any individual is cause for immediate termination.

Comments:

Host Homes
Everyone residing in the home will be approved by the team. Anyone over 18 years of age will have a Family Care Safety Registry check completed.

ISL Homes
If there is a mother-in-law apartment in the home and staff live in the apartment, all members of the team will be aware of who resides there. A Family Care Safety Registry check will be completed on anyone over the age of 18.

Supervision/Protective Oversight
Supervision and protective oversight are provided for individuals in care in accordance with the level spelled out in the individual support plan, appropriate for the individual's level of personal ability, and appropriate for the environment. Changes to this will only be implemented after agreed upon by the individual's support team, including the individual, guardian if applicable, a representative of CMRO/DMH, and a representative of Mid-Missouri Supported Living, LLC, at minimum.

Remote/Virtual Service Monitoring or Remote/Virtual Telehealth
Mid-Missouri Supported Living, LLC, will provide computers to each of our ISL/Host Home or other service sites. Staff may also use phones and other technology to provide telehealth and remote monitoring in each of our service sites. This involves providing service via telephone, tele-monitoring, or non-public facing remote communication methods. Examples of non-public facing products include Apple FaceTime, Facebook Messenger video chat, Google Hangouts video, or Skype.
It is important to note that Facebook Live, Twitch, TikTok, and similar video communication applications are public facing and should not be used in the provision of telehealth. It is important to note that service definitions and staff qualifications did not change as defined in the Medicaid waiver applications.

Home Environment/ Safety
Individuals in care have their own bedroom that they decorate, within guidelines set forth by a landlord, to their choosing and financial resources. All areas of homes resided in by individuals in care are clean, safe, and well maintained in a way that ensures the health and safety of the individuals that reside there. Visible filth, insects/pests, or obnoxious smells such as urine, etc. are corrected immediately.

Monthly Safety Checklist
To be completed monthly by primary responsible staff at which time all smoke detectors, carbon monoxide detectors, water temperatures, food, first aid kits, etc. are to be manually checked, any issues at all fixed immediately, and documented.

Home Modifications/Adaptive Equipment
Mid-Missouri Supported Living, LLC, works with the individual support team to secure funding for home adaptations and personal adaptive equipment to ensure that the individual's needs are met in order to safely participate in daily life activities to the best of their capabilities. Adaptive equipment is checked regularly to ensure working order, MMSL's Administration is to be notified of any disrepair/issues, etc. Community RN completes a check of all adaptive equipment monthly as part of the Community RN monthly review. Records of repair/maintenance/checks are kept in the individuals' main book.

Temperatures

Water
Individuals supported that are safe to regulate their water temperature will not have any modifications to the water temperature setting in the home. If any individual in the home is unsafe to regulate their own water temperature, then the water must be kept at 120 degrees Fahrenheit or lower. The House Manager or live-in/host provider will be responsible for documenting the monthly temperature of the water on the water temperature log, which will be kept in the home in the red "Reference Book." The individual's IP will state whether they are safe or unsafe.

Air
The temperature of each home must be kept comfortable, within the range of sixty-eight to seventy-eight degrees Fahrenheit, per DMH guidelines.

Chemicals/Combustibles/Harmful Substances or Items
All chemicals/medications/combustibles/any harmful substances or items are to be kept according to general safe standards AND to the standards set forth in the ISP of each individual that lives in the home (whichever is more stringent). Cleaning chemicals are NEVER to be mixed in the home. House manager/Live-in/Host responsible to ensure this.

Food Preparation/Handling
Appropriate procedures and precautions are taken with the handling and preparation of food in each home and information on safe food handling is available to all staff. Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness.

In every step of food preparation:

- Clean — Wash hands and surfaces often.
- Separate — Do not cross-contaminate.
- Cook — Cook to the right temperature.
- Chill — Refrigerated promptly.

Safe Eating

Staff are expected to be aware of and ensure that protocols for each individual to eat safely are followed including positioning, bite-size, diet consistency, etc. When there are protocols in place, staff are trained on these prior to working alone with the supported individual to ensure safety.

Vehicles

- Fleet Vehicles
  Staff are required to transport in fleet vehicles if one is provided at their work location. Staff who transport individuals in a fleet vehicle are required to carry a current driver's license. A copy of the fleet insurance card and current vehicle registration should always remain in the fleet vehicle. If an accident occurs staff will be covered under our fleet insurance policy. There must be a first aid kit in the vehicle with the individual, as well as the emergency information page. Information must be kept out of plain sight to ensure the individuals' confidentiality is protected. Staff and Individuals must use a working seat belt. Failure to do so could result in corrective action including termination.

- Personal Vehicles
  If it becomes necessary for staff to utilize their personal vehicle to transport individuals (including managers and CSS staff members), staff must first complete a Personal Vehicle Use Request form, attach their proof of auto insurance and current registration, and receive written approval from the Director of HR/CEO/owner. Staff who transport in their personal vehicle are NOT covered by our fleet insurance. All staff who transport individuals in care in their personal vehicle are required to carry a copy of their current driver's license. Staff MUST maintain current vehicle insurance, registration, inspection, and maintenance in order to transport individuals in their own vehicles. Staff are encouraged to carry full coverage with at least $50,000 or $100,000 Liability for bodily injury. There must be a first aid kit in the vehicle with the individual, as well as the Emergency information page. Information must be kept out of plain sight to ensure individuals' confidentiality is protected. Staff and Individuals must use a working seat belt. Failure to do so could result in corrective action including termination.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL