



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: SUPERVISION STATUS FOR RHC CLIENTS POLICY 14.02  
DURING COMMUNITY AND OFF CAMPUS ACTIVITIES

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Authority: Title 42 CFR 483.420 (11)  
Chapter 71A RCW

**PURPOSE**

This policy establishes guidelines for staff and volunteers at the Residential Habilitation Centers (RHC) to maximize consistent and safe supervision of RHC clients during community and off campus activities.

**SCOPE**

This policy applies to all RHCs.

**POLICY**

- A. The interdisciplinary team (IDT) will determine the level of supervision needed for each client and document it in the client's Individual Habilitation Plan (IHP). The determination must address the person's need for supervision during community and off campus activities. Safety considerations for levels of supervision must include, but are not limited to, the following:
1. Unstable medical conditions;
  2. Effects of medications;
  3. Mobility;
  4. Oral/motor issues requiring specialized diet and adaptive equipment;
  5. Sensory deficits (vision and hearing);

6. Eloping or wandering away inadvertently from the facility or a group of persons;
  7. Inappropriate or dangerous sexual behavior;
  8. History of assault, self-injurious behavior, and/or property damage;
  9. Deficits in orientation, path finding, and pedestrian skills;
  10. Communication skills (e.g., verbal, sign language);
  11. Drug and/or alcohol-seeking behavior;
  12. Intolerance towards strangers;
  13. Tolerance of a high stimulus environment; and
  14. Capacity for physical activity.
- B. The level of supervision during community and off campus activities must be equal to or greater than the supervision provided at the client's residence. If a client has any of the behaviors or issues listed under section A. above, appropriate supervisory measures must be taken. These include, but are not limited to:
1. Adjust the staffing ratio based on client need(s);
  2. Consider the location of the activity, time of day, and best time for the client;
  3. Limit the number of clients on an off campus trip;
  4. Arrange to have any necessary medical and/or adaptive equipment, medications, lists of clients' medications, and/or a nurse available during off campus trips;
  5. Carry a cellular phone if telephone access is limited; and
  6. Have a clear, detailed emergency plan for staff and/or volunteers to follow.

**EXCEPTION**

No exception to this policy may be granted without the prior written approval of the Division Director.

**SUPERSESSSION**

DDD Policy 14.02  
Issued February 27, 2003

DDD Policy 14.02  
Issued June 30, 1999

DDD Policy 14.02  
Issued December 3, 1993

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

Date: February 1, 2008