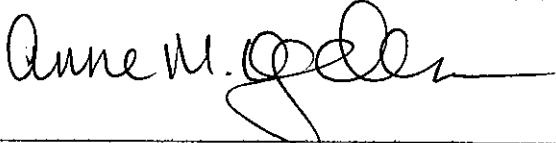


Catholic Charities Disabilities Services
Agency Standard and Procedure

Standard Category	Quality Assurance
Standard Title	Work
Regulations	
Original Issue Date	February 11, 2005
Latest Revision Date	March 26, 2012
Number of Pages	1
Attachments	
Approved by: Anne Ogden, Executive Director	

Standard: Sufficient staff will be employed by Catholic Charities Disabilities Services to ensure that individuals supported in the residential program will not be relied upon for necessary services. Individuals receiving services shall not carry out the duties of employees or volunteers, unless such tasks are described in his or her plan of services by the program planning team for the purpose of increasing the individual's skills.

Procedure:

1. Work activities may be appropriate to an individual resident's program plan. In such cases the Program Planning Team will make that determination and include the specific activity or activities in the individual's program plan.
2. In the case of work performed by a resident for the agency, a contract will be made between the agency and the resident and/or advocate, setting an appropriate reimbursement for services rendered.