

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: September 20, 2021

Signature on File
Elfriede Roman, Superintendent

**I. SUBJECT: COMMUNITY OUTINGS OF PERSONS SERVED
BY THE BOARD**

II. PURPOSE:

To establish a system for approving and monitoring individual participation in community-based outings which involve the use of Board employees while on duty and/or agency vehicles and equipment.

III. REFERENCES:

LCBDD/Deepwood Policy A-14, Transportation of Individuals Served by
LCBDD/Deepwood Policy H-2, Emergency Medical Treatment Authorization (EMTA)
and
Authorization to Administer Medication
LCBDD/Deepwood Policy A-3, LCBDD/Deepwood Mission and Philosophy.
LCBDD/Deepwood Policy B-12, Background Checks

IV. POLICY:

In support of the Lake County Board of Developmental Disabilities/Deepwood mission statement, it is the policy of the Board to assist individuals in becoming valued and contributing members of their community. Therefore, community outings will be an integral component of each individual's life.

It is further the policy of the Lake County Board of Developmental Disabilities/Deepwood to promote individual participation in community outings and to ensure that all such outings are well planned, safe, and properly documented.

To this end, each Program/Department Director will develop internal procedures appropriate to his/her individual and operational needs, to ensure that all community outings are accordingly well-planned, safe, and properly documented.

Community outings in the tri-county area (Lake, Geauga, & Cuyahoga) may be approved by the Program/Department Director or other management/supervisory designee. The Manager who approves the outing will ensure that the Trip Application Form and/or School Bus Request Form, if applicable, are appropriately completed, including sufficient staffing assignments, medication/EMTAs/current photo consent, if applicable, food procurement, vehicle/driver assignments, emergency phone number and aquatic permission and supervision (via Certified Lifeguard on premises), if relevant, and will ensure that the driver of the outing has a pre-approved driving abstract. A cell phone will be provided for all community outings.

The Manager will send a copy of the community outing trip request form for any trips outside of the tri-county area to the Superintendent's office to be maintained in a log for documentation/informational purposes. The Superintendent must approve, in advance, any overnight trip no matter where the location and any community outings outside of the tri-county area. Copies of these request forms will be maintained by the Superintendent's office in a log for documentation/informational purposes.

For community outings that utilize Agency buses, the driver and attendant shall remain at the community outing site unless authorization to leave is granted by the staff person supervising the trip or the Director of Transportation.

Only staff/individuals/students and volunteers who appear on the Trip Application Form are to be transported on board vehicles. Advance approval from the program director or designee must be received before a family member, Lake County Board employee, or volunteer not assigned is permitted to access board operated transportation.

IV. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

V. REVIEWED:

9/21, 9/19, 9/18, 9/17, 9/16, 9/15, 9/14, 9/13, 9/11, 9/07, 8/05, 10/03, 10/01, 10/99, 9/97, 3/94, 10/91, 9/90