

Guidelines for Life Skills Trainers

Transportation/Vehicles

All life skills trainers (LST's) are expected to have a current valid Minnesota driver's license that it in good standing. All attempts will be made by each individual LST to use a company vehicle. Any exceptions must be approved ahead of time by a Designated Coordinator (DC) or Program Director or Administrator. If you use your own vehicle without prior approval, you will not be reimbursed for mileage and may be subject to discipline. A safety check and verification of insurance/driver's license will need to be completed before you can be approved to drive your own vehicle.

To request mileage reimbursement, a Mileage Reimbursement Request Form must be complete with the date, starting odometer reading, destination, purpose, person served, and number of miles. This form must be submitted to your supervisor for approval along with your person served documentation. You will receive a check separate from payroll for your reimbursement. Mileage Reimbursement Request Forms may not be reimbursed if not received within the same month you used your vehicle.

If the company vehicle is not available and you have received prior permission to use your own vehicle, you can be reimbursed at the current Oakridge rate. To determine what the current rate is, you may contact the accounts payable department in the Brainerd office. LST's will not be reimbursed for mileage from their home to their place of work and back (whether that place of work is at the Oakridge office or a person receiving services' home).

When using a company vehicle, there are rules you will be expected to follow or you will lose the privilege of using these vehicles:

- No smoking, eating, or drinking beverages in the vehicle.
- No animals allowed in company vehicles.
- Pick up all trash from the vehicle.
- Do not leave staff or person served personal belongings in the vehicles.
- Fill the tank when it gets to half. You can charge gas at any gas station using the gas cards provided in the vehicle. The pump will ask you to provide a driver ID # which is provided on a card in the vehicle. You will also be asked to enter in the odometer number. If you enter in the information wrong, it may shut the card down. If for some reason the gas card does not work, please report it to the office.
- Get a receipt for the purchase. Sign the receipt and indicate the vehicle type (i.e. blue SILS van). Return the receipt with the keys.
- If the vehicle needs to be washed, please ask your supervisor which gas stations allow you to charge. A charge should only be used for car washes for the Oakridge vehicle- not gas.

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Any travel resulting in over 60 miles in a single visit should get prior approval from a supervisor.

Activities

The focus for LST's should be on skill building and training when working with persons served. For movies, bowling, and other entertainment activities that may require Oakridge reimbursement, please contact the designated coordinator in the program department for an updated budgeted activity allowance approval.

Oakridge has discount tickets for various establishments; please speak with your supervisor to see what is available.

**It is expected that persons served be offered a chance to attend all Oakridge activities and those in the community that are nonaffiliated.

Movies

Most of our persons served know how to watch movies. This activity should be used to help establish relationships and used infrequently. There must be training involved in this outing. LST's should get approval from their supervisor beforehand and discuss the type of movie the person served will be seeing.

No pop, popcorn, or treats will be reimbursed.

Bowling

Bowling will be reimbursed for a maximum of 2 games. The LST must be bowling with the person served and training must be involved. A Request for Reimbursement Form will be completed with attached receipts and an explanation of the activity, a breakdown of expenses, and the person served names.

Food

Our persons receiving services usually know how to eat. Most of them are on special diets and exercise programs. Food reimbursements should be very seldom. Exceptions may be during an all-day activity.

If the LST takes a person served to eat between work and activities, the trainer has to choose to:

- Eat their own meal at their home
- Bring along a bag lunch to eat
- Pay for their own meal if they would rather eat with the person receiving services

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If a meal is necessary during an all-day activity, the LST will not be reimbursed for soda unless it is part of the meal. Drinking water would be a better role-model opportunity for our persons receiving services.

The staff will be reimbursed the following amount for meals:

\$9.05 for breakfast

\$10.15 for lunch

\$12.25 for dinner

There may be special circumstances (persons receiving services programming) where the team has requested that the staff eat with the persons receiving services. This should be pre-approved and discussed by your supervisor ahead of time.

Request for time off

LST's are expected to request time off through the timeclock system. This should be completed and approved prior to taking time off. LST's are expected to cover their shift if possible. If a replacement is not available, please discuss this with your supervisor.

Dress Code

Appropriate dress is especially important for LST's because they are working in the community on a regular basis. Direct care staff are expected to dress in casual attire unless the day's tasks require otherwise.

Casual attire typically includes jeans, khakis, cargo pants, leggings, capris, shorts, skirts paired with t-shirts, sweatshirts, polo shirts, henleys, sweaters, or other similar styles. Casual attire does not include sweatpants or gym/workout attire, pajama pants, baseball caps, cropped shirts, sleeveless shirts or tank tops. In addition:

- Clothes will be neat and clean and in good condition at all times. Free from holes, tears or rips.
- No bare feet or flip-flops are allowed. Shoes and/or stockings are to be worn at all times. In locations that work with wheelchairs, non-open toe shoes must be worn at all times.
- Shorts and skirts cannot be shorter than three inches above the knee.
- All underwear will be covered by outerwear.
- Jewelry is strongly discouraged especially dangling jewelry and hoops. If worn, jewelry and expensive clothing would be at staff's own risk.
- In certain situations, other clothes appropriate for dirty tasks such as yard work or major cleaning may be worn.
- Appropriate attire will be worn to community events, keeping in mind staff represent

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the company and the care they provide the persons receiving services.

- Clothing should be without offensive language or inappropriate designs.
- Clothes worn shall fit properly and will not be too tight or too baggy.
- Clothing should not be too revealing.
- Tattoos deemed offensive or inappropriate by Oakridge shall be covered while working.
- Restraint should be used when wearing perfume, cologne or otherwise scented items as some individuals are allergic or sensitive to the chemicals used in these products.

Cell Phone Policy

Personal use of cell phone or other electronic devices is prohibited while working with persons receiving services. If the LST must keep their phone on during an activity to stay in contact with other persons receiving services or their family; they must not respond to personal calls/texts during that time. Their phone should be kept on vibrate to not disrupt the time the LST is spending with the person served.

Boundaries

Maintaining clear boundaries with your person receiving services is extremely important, especially those that are higher functioning. LST's are not permitted to accept invitations such as "friend requests" from persons receiving services. LST's should remind all persons receiving services that they are not on duty 24/7. If the person served would like to leave a message or send a text when the LST is not working, they are free to do so. The LST can then decide if they need to respond to the person receiving services now or at a later time. It is the job of the LST to teach the person receiving service what to do in case of an emergency. LST's should be compensated for their time on the telephone. Time can be reimbursed by completing a phone log form of time spent. Cell phone billing records may be required as proof of time spent on phone.

It is against Oakridge policy for persons receiving services to attend the LST's personal home or for the LST to interact with the persons receiving services' family without prior approval. Please review visitor policy in the handbook.

Documentation

LST's are expected to turn their timesheets, billing sheets/documentation sheets by noon on the designated Friday. On the opposite Friday, the LST is expected to turn in billing sheets by noon. Documentation should be done by the LST while they are with the person receiving services. The person served should be involved in the charting and their goals. Failure to properly prepare and submit a timesheet may result in a delay of the processing of the paycheck until the next pay period which could be up to 17 days.

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Smoking

Smoking is prohibited by staff when they are working with a person receiving services. Any violation in this policy will result in disciplinary action. See Tobacco Products policy in the employee handbook for further clarification.

Weather

LST's are responsible for keeping an eye on the weather. In the winter, staff will not transport persons receiving services when the temperature is -20 (with or without wind chill), however, staff are permitted to work with them in their homes.

Medical Appointments

In the event that a staff takes a person receiving services to a medical appointment and attend the appointment, they should bring the appropriate forms with them for the doctor to fill out. There are separate forms for annual physical, medical check-up, dentist, and eye/vision, which can be obtained from the SILS supervisor. The LST should return this form to their supervisor after the appointment.

Incident and Behavior Reporting

LST's will report any incident, including minor injury, using an incident report when the incident occurs while LST is working with the person receiving services. Behavior incident forms should be filled out to report any behavior that a person receiving services displays. These reports should be given to the supervisor as soon as possible after the incident occurs. LST's are encouraged to keep extra forms in their possession.

Confidentiality

LST's will be given private, confidential information about the person receiving services they work with. Some of these documents may include ISP/CSSP, IPP, IAPP, and face sheet. Each LST will be given a lock box that should be kept in the locked trunk of their personal vehicle. If LST's take pictures of the persons receiving services on their personal phones, they should send those images to their supervisor and then delete the picture. Keeping these pictures on a personal phone may breach confidentiality laws.

Staff Meetings

LST's are expected to attend all LST meetings. The frequency varies per location. The LST will be given a schedule of the staff meetings that they are expected to attend. If the LST is not able to attend the meeting, they will notify their supervisor prior to the meeting. The LST will set up a time to get together with their supervisor to go through the materials. This should be done within one month of the meeting.

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By signing below, I acknowledge that I have been provided a copy of the Guidelines for Life Skills Trainers dated 4/1/2023.

Staff Name: _____

Staff Signature: _____

Date: _____