

# **SAMPLE MANUAL**

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## **Put Company Name Here Independent Living Program Policy & Procedure Manual**

### **OWNER**

Owner's Name here

### **ADDRESS**

Address

Ph: #

Fx: #

Email: [Address](#)

Website: domain

**Put Company Name Here  
Independent Living Program Manual**

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(Table of Contents has 28 categories of information)

# Put Company Name Here Independent Living Program Manual

<b>Safety</b>	<b>Standard 2</b>	<b>Page 1 of 5</b>
<b>Focus: Safe and Appropriate Behavior Management</b>	<b>Created: 04/2017</b>	<b>Issued: 04/2017</b>

**Policy:** Our ILP will not use corporal punishment. Use of physical or emotional abuse is strictly prohibited.

- 2.0 Put Company Name Here is prohibited from using or authorizing the use of corporal punishment with any youth in the Division's custody.
- 2.1 Put Company Name Here will have a behavior support and intervention policy that reinforces the banning of all physical or emotional punishment. Put Company Name Here will ensure, through appropriate training, that staff and caregivers are aware of the corporal punishment prohibition and follow the policy prohibiting the use of corporal punishment with any youth in the Division's custody.

**(Safety Standard 2 is five pages)**

# Put Company Name Here Independent Living Program Manual

<b>ILP Skill Building</b>	<b>Standard 23</b>	<b>Page 1</b>
<b>Focus: Elements of Living Experiences</b>	<b>Created: 04/2017</b>	<b>Issued: 04/2017</b>

**Policy:** Put Company Name Here and staff will prepare the youth in our ILP for adulthood by providing a realistic living experience through independent living placements where they can take full responsibility for themselves.

Elements of living experiences include, but are not limited to, the following:

- Direct experience with the consequences of daily actions and decisions;
- Youth being involved in their skill development planning;
- Life skills practice while having access to staff for support and advice;
- Ability to determine needed areas of support before emancipation or transfer to a less supervised living arrangement;

**(ILP Skill Building Standard 23 is one page)**

# Put Company Name Here Independent Living Program Manual

<b>Outcomes Measures</b>	<b>Standard 27</b>	<b>Page 1</b>
<b>Focus: Measuring Outcomes</b>	<b>Created: 04/2017</b>	<b>Issued: 04/2017</b>

**Policy:** Our life coach will consistently track outcomes of youth and overall program performance to make sure ILP youth meet their desired goals based on their ISP.

ILP Put Company Name Here life coach will track outcomes for youth. Minimally, programs should compile on an annual basis the following:

- Demographics on youth served;
- Life skills programming and service delivery;

**(Outcomes Measures Standard 27 is one page)**

### **Get More Information:**

For additional information on consulting, policy and procedure manuals, and help to get through the state licensing process to become a child caring institution in the State of Georgia. Contact our office at 770-966-5236, [www.careenterprisellc.com](http://www.careenterprisellc.com), or [contact@careenterprisellc.com](mailto:contact@careenterprisellc.com).