

Date Adopted	12/95	Section	1100 Guidelines
Date Revised		Subject	1102 Social-Sexual Development Guidelines
Rule Referenced			

1102 Social-Sexual Development Guidelines

To provide guidelines and procedures to be followed by staff in response to social-sexual behavior; in order to enhance dignity, self protection, and community integration

Philosophy

The appropriate expression of one's sexuality is the right of every person. People with developmental disabilities have the same rights, responsibilities and concerns as the general population. If a person has had limited exposure to normal cultural experiences, however, the person may have an increased need for social-sexual education.

In keeping with the principle of normal community integration, all people have a right to guarantees of human dignity, respect and privacy; access to education to the full extent of their ability; and opportunities to develop sexual dignity and improved self understanding.

All people experience feelings and attitudes in their social-sexual development. However, knowledge through training and guidance may be necessary for the individual to achieve his/her desired level of awareness in the areas of social skills and sexuality. Training in social-sexual behavior will assist the person in developing to a level consistent with his or her ability to act responsibly. Training will reflect on the view that the appropriate expression of sexuality is positive and healthy.

Within the context of these guidelines, social-sexual development encompasses a broad range of behaviors expressed by individuals with widely different abilities. Sexuality is inseparable from social skills because sexuality is expressed in a variety of ways in our relationships with others. Appropriate social-sexual education for some individuals might focus indefinitely on strengthening these interpersonal abilities. However, the development of responsible sexual attitudes and behaviors should be stressed for people who are sexually active or otherwise express an interest in such training.

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Guidelines

It shall be the guidelines of Choices In Community Living, Inc. that people will have the opportunities to learn, grow and develop to the fullest extent of their ability to accept personal responsibility. Developmental opportunities may focus on the formation of interpersonal relationships, the responsibilities of those relationships, and personal value systems that are consistent with the constitutional rights we all share. Social-sexual development and individual rights shall be protected through implementation of these guidelines and the training and education of clients and staff.

All staff must respect the existence of different moral and cultural values. It is the responsibility of all staff to implement Interdisciplinary Team decisions regarding opportunities for the development of appropriate social/sexual skills. Staff will be provided relevant training and information to carry out the Interdisciplinary Team’s decisions in these matters.

Therefore, staff will provide guidance, opportunity, and training to assist individuals in:

1. Developing an awareness of their own sexuality;
2. Understanding and adjusting to their sexual development;
3. Obtaining an awareness and understanding of appropriate and responsible social-sexual behaviors;
4. Increasing their sense of self and perception of self in relation to the world and others;
5. Practicing proper personal hygiene;
6. Understanding and avoiding exploitation and abuse;
7. Practicing appropriate family planning and protection from sexually transmitted diseases;
8. Obtaining access to moral and ethical training consistent with their own cultural or religious heritage.

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Programming will be provided through Interdisciplinary Team process which includes a needs assessment, program planning, program implementation, documentation and regular progress reviews.

General Standards

NOTE: Standards which are specific to the management of particular behaviors are included in each special category listed under “Procedures”.

- A. Issues concerning social-sexual behavior, sexual history, birth control and pregnancy are private and intimate. It shall be the responsibility of the Interdisciplinary Team to assure that all discussions and plans concerning an individual's social-sexual development and needs shall be confidential and conducted in a way to preserve personal dignity, values and choice.
- B. The Interdisciplinary Team shall consider social-sexual development as an integral part of the person's program plan and shall conduct assessments, identify needs and plan programs in the areas of social-sexual behaviors at a level that would be beneficial to the individual.
- C. Education in the area of social-sexual behavior will be made available to all people as recommended by the Interdisciplinary Team to provide training relevant to their individual needs and ability to understand.
- D. The Interdisciplinary Team shall establish programs to provide individuals with learning experiences that foster the acquisition of knowledge and understanding of their own physical, mental, emotional and social maturation.
- E. The Interdisciplinary Team shall establish programs that facilitate age-appropriate socialization of individuals, consistent with their individual cultural backgrounds and at their level of understanding.
- F. The Interdisciplinary Team shall assess the extent to which client programs enhance or limit the socialization of individuals and shall recommend appropriate modifications.

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- G. When the Interdisciplinary Team's response is required by these guidelines, the Team shall meet and make its recommendations within thirty (30) days.

- H. Clients are to be protected from exploitation from others. In this regard, based on a person's needs, Choices In Community Living may take specific action to prevent sexual exploitation or abuse. This may include implementing restrictions such as increased supervision, group or individual therapy and sexuality education. The Interdisciplinary Team may provide the forum for such decisions.

- I. In some cases, sexual behavior may indicate non-sexual issues, such as a lack of activity, a need for social training or the possibility of abuse or exploitation. The Interdisciplinary Team shall consider these factors in developing programs for social-sexual behaviors.

- J. All people are developing human beings and as such shall be encouraged to live, experience, and achieve according to their own rate of growth and social-sexual development.

- K. Explicit sexual activity between staff (paid or volunteer) and individuals with developmental disabilities is prohibited and shall be treated as client abuse.

- L. Physical contact of a clearly sexual, provocative or intrusive nature between staff and client is prohibited.

- M. Staff shall respond to questions and concerns about sexuality (whether verbal or non-verbal) with sensitivity and dignity, in a straightforward and professional manner, including deferring to a more appropriate source for information or support.

- N. All people have a right to privacy which extends to their persons, their living quarters and their possessions. When people share a room, each has a right to private time in that room. If the room door is closed, anyone wishing access to that room should announce himself/herself, either verbally or by knocking, and wait to enter until permission is granted. If the individual is capable of answering and does not answer, the person

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wishing access should not enter unless the person has good reason to suspect that the individual is in danger. If the individual cannot grant permission, the person wishing access should wait a reasonable time before entering unless the person has good reason to suspect that the individual is in danger. For a person who cannot express himself/herself verbally, an alternative method for requesting privacy should be developed when possible.

- O. Privacy for sexual expression shall pertain to the individuals(s) involved and shall not include another, nonparticipating person.
- P. At no time shall Choices In Community Living employees be involved in accessing prostitution for clients.
- Q. The existence of different cultural and moral values in the area of socialization, sexuality, and family planning is recognized. Clients' values shall be respected and considered in all areas of planning and programming.
- R. With the client's consent, parents, other family members and guardians may participate in social-sexual planning and education. When sensitive issues arise, special attention will be given to ensure the exchange of information to family or guardians with the client's consent.
- S. The Respite Program is a new service that CICL is currently providing to consumers and families. The Program contracts with families and individuals to provide specific services within individuals own homes and within the community.

CICL feels that the Social-Sexual Guidelines that are established for residential services are also fitting for respite individuals. As with any individual served by this agency, requests for information or for opportunities will be discussed within the forum of the team (see section 1.0). It should be recognized that most often in Respite, family is more involved with the lives and service plans of the individuals. CICL respects this involvement and will work diligently to build consensus with the family and the entire team on Social-Sexual issues. If consensus cannot be reached, the issue will be placed in the hands of Case Management for guidance and resolution.

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General Definitions

Sexuality The expression of one’s gender identity as expressed across the whole range of human activity. Sexuality is a pervasive component of personality. It is expressed verbally and nonverbally in a person’s daily interactions.

Social-Sexual Development Pertains to the acquisition of a broad spectrum of actions ranging from social skills to sexual expression. A person may need training and education throughout their development. An effective course of training emphasizes the connection between the expression of sexuality and interpersonal communication skills. Social skill development may alleviate problematic sexual behavior by the teaching of more appropriate interpersonal skills.

Normalization A philosophy of education and treatment for people with developmental disabilities. It is based on the commitment to make available to all people patterns of life and conditions of everyday living which are as close as possible to the regular circumstances and ways of life of their society. The intent is to integrate people who have developmental needs into everyday community life in order to insure the same rights and privileges that the general population enjoys.

Interdisciplinary Team The Interdisciplinary Team (IT) composed of the individual and those persons who are, or may be, involved in the planning and implementation of the Individual Plan (IP) of that person and others who have a special interest in the person and his/her plan.

Private That which is intended for or restricted to the use of a particular person at any given time; for example, the bathroom when the door is closed.

Consent Clear evidence of choice (verbal and/or non-verbal) about one’s activities, be it to participate or not participate. Special care will be taken

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to ensure the liberty to explore all options and to choose those that best express life goals. The Interdisciplinary Team will facilitate discussion of consent for each individual.

- Social-Sexual Education The preparation for personal relationships by providing appropriate educational opportunities designed to assist the individual in developing understanding, acceptance, respect, and trust for oneself and others. Social-sexual education includes the knowledge of physical, emotional, and social growth, maturation, and understanding of individual needs.

- Counseling Professional guidance of the individual by utilizing psychological methods especially in collecting case history data, using various techniques of the personal interview, and testing interest and aptitudes.

- Training The process by which one acquires skill, knowledge, or experience for personal growth and the attainment of individual goals.

- Adult Individuals 18 years of age or older.

- Minor Under 18 years of age.

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1.0 THE INTERDISCIPLINARY TEAM

- 1.1 In accordance with CICL's most basic philosophies, the individual receiving services will possess the authority to decide what kind of information would best contribute to his/her total development.
- 1.2 The Interdisciplinary Team, which is chaired by the individual, will include, but is certainly not limited to, parent, guardian, staff members, case members or equivalent, friends, workshop or employment service representatives, and any other important people in his/her life. The minimum required standard team will consist of the individual, staff members, and case manager or equivalent. If the individual is unable to give informed consent or cannot express themselves in a manner that is immediately understandable, the rest of the Team is charged with the responsibility of investigating and finding out what the individual needs, by any methods possible; such as, but not limited to, augmentative communication devices, sign language, eye contact, body language, and facial expressions.
- 1.3 Depending on the wants and needs of the individual, the Interdisciplinary Team shall address the following: the person's capability to consent; personal safety; self image; dignity of risk; empowerment; and other informational needs as the individual determines is important in his/her life.
- 1.4 When social-sexual behavior is expressed in a manner that creates conflict with others, The Interdisciplinary Team is charged with the responsibility to develop and implement a service plan of education, training, and counseling that is agreed on with the individual.

2.0 SOCIAL-SEXUAL COMMITTEE

- 2.1 The Social-Sexual Committee can be composed of CICL staff, parents, clergy, consumers, and community representatives, including a person with expertise in human sexuality.

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2.2 The Social-Sexual Committee will meet at least semi-annually or as needed.

2.3 The Social-Sexual Committee provides confidential consultation on cases referred to it by an individual or his/her Team. If the case requires expertise or training beyond the resources of the Committee, it shall request professional consultation by way of referral.

2.4 At least annually, the Social-Sexual Committee assesses the provision of education/training/counseling services being provided and makes recommendations to the Program and Services Committee.

2.5 When the need occurs, the Social-Sexual Committee will develop revisions to the Social-Sexual Development Guidelines.

3.0 SEXUALITY TRAINING FOR STAFF

Standards

1. All staff shall receive training on sexuality in order to describe the agency's guidelines, provide guidelines for consistent response to various social/sexual actions, and to assist staff members in developing and displaying supportive attitudes toward client sexuality.
2. Sexuality training for staff will promote a broad understanding of human development and will enhance respect for oneself and others. Training will prepare staff to facilitate client's social, emotional, and physical development.
3. Staff training will provide techniques to assure non-punitive, non-judgmental interventions for inappropriate social-sexual actions.

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Procedures

Responsibility Action

- Human Resources Director
1. Maintains a file of all employees having received training on the Social-Sexual Guidelines.
 2. Coordinates and organizes classes for staff.

4.0 SOCIAL-SEXUAL EDUCATION FOR PERSONS SERVED BY CICL

Standards

1. Each individual has the right to sex education, training, and counseling based on that person's assessed needs. Requests for sex education, training, and counseling may be made by the individual, a person representing him/her or any member of the Interdisciplinary Team.
2. A social/sexual program prepares individuals for social, emotional, and physical relationships while emphasizing the responsibilities involved.
3. A social/sexual program may include instruction on:

Anatomy	Birth control	Sexual feelings and activity
Related hygiene	Parenting	Contemporary social custom
Medical concerns	Personal development	Current law
Disease prevention	Positive self-perception	Self-protection
Abstinence		
4. Social-sexual education will include various cultural and religious perspectives presented at the person's intellectual level.

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Procedures

Responsibility Action

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| Interdisciplinary Team | 1. States need ad recommends service. |
| | 2. Designs and implements plan to address individual goals. |
| | 3. Submits referral for social/sexual education. |
| Social-Sexual Committee | 4. Assures the provision of services. |
| Instructor or Counselor | 5. Implements and documents plan. |

5.0 PRIVACY

Definitions

Privacy involves:

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| Privacy of Choice | Freedom from interference in decisions regarding your person, your relationship, and your moral independence. |
| Privacy of Space | The right to be alone or with other people of your choice; freedom from intrusion in specific locations where you have a reasonable expectation and desire to be left alone. |
| Privacy of Information | The right to decide who knows what about you; freedom from unnecessary collection and dissemination of personal information. |

Standards

1. All people have the right to privacy.
2. The Interdisciplinary Team will assure that privacy rights are upheld and that privacy in individual choice; physical space, and information is protected.

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3. The Interdisciplinary Team must ensure that information concerning a person's social-sexual development will be confidential and respectful of personal dignity, values, and choice. The team will be sensitive to the individuals toward his/her own social-sexual issues.

Every effort should be taken to ensure that such private matters are not discussed in front of others unless clearly necessary. Even if such matters need discussion or the individual requires or requests assistance, only the relevant people should be involved.

4. All people shall be provided with opportunities to have private physical space.
5. Staff shall not intrude upon the privacy of individuals without requesting permission to do so; e.g., knocking on closed door and waiting for permission to enter. If they have reason to believe the person is in imminent danger or if the Interdisciplinary Team has met and agreed to a plan that indicates otherwise, staff can enter immediately. An individual's inability to give permission to enter should be viewed as a training issue.
6. For people who require monitoring or assistance due to medical conditions or skill deficits, staff shall take special care to provide privacy and dignity to the greatest extent possible; e.g. closing the bathroom door to block other's view, using privacy screens, maintaining respectful distance in monitoring, etc.
7. Staff shall provide the support necessary to maintain the individual's right to privacy concerning decision making, space, and discussions of personal information.
8. The choice to be with another person in a private setting is everyone's right. If the choice is expressed, but informed consent is questionable, the Interdisciplinary Team must determine the risks, develop means to reduce the risks as much as possible, and respect the individual's choice.

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9. Line of sight supervision is sometimes warranted due to actions that place individuals at risk of injury or exploitation. Line of sight supervision is considered intrusive and must be reviewed, approved, and monitored by the Interdisciplinary Team.

6.0 EXPRESSIONS OF INTEREST

Standards

1. Staff shall respond to an individual's questions and concerns with sensitivity and dignity, in a calm, mature and professional manner appropriate to the person's age, level of understanding, and mode of communication.
2. A staff member who does not know how to factually answer a question has a responsibility to let the person know in a non-judgmental way that he/she cannot answer the question. He/she will also have the responsibility to see that the person talks to someone who is able to answer the question in a timely fashion.
3. Body exploration between minors shall be interrupted in a non-punitive manner.
4. Questioning and signs of curiosity indicate readiness for social-sexual education and training. Signs of curiosity may include but are not limited to, looking at, touching, or grabbing one's own or another person's private body parts.

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Procedures

Responsibility

Action

Staff

1. Responds factually to the question or other indication or curiosity. If answer is unknown or staff is uncomfortable discussing issue, refers to the person’s supervisor or other available staff member(s) for follow-up as soon as possible.
2. If individual is nonverbal and expresses curiosity, through gestures or actions, responds to them in a way that can be understood.

Interdisciplinary Team

3. Assesses intent of the actions. If sex education, counseling, or training is indicated, makes a referral and, if indicated, develops a program plan that will address the intentions.

7.0 TOUCHING

Definitions

Touching Physical contact with another person.

Inappropriate Touching Includes, but is not limited to, the following:

1. Touching strangers;
2. Touching another person’s private body parts (genitals, breasts, buttocks), unless in the context of appropriate sexual contact (see sections 10.0 and 14.0);
3. Touching that causes discomfort or injury to the person;
4. Touching one’s private body parts in public.

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Standards

1. Touching is a normal means of human expression which may be appropriate or inappropriate depending on the social context.

2. Touching should always be based in mutual consent. Individuals who demonstrate a desire for a balanced, reciprocal relationship should be supported in their expressions of affection.

3. Touching of a clearly sexual or provocative nature between staff and the individuals they serve is prohibited.

Procedures

<i>Responsibility</i>	<i>Action</i>
Staff	<ol style="list-style-type: none"> 1. Evaluates the touching behavior to determine if it is appropriate or inappropriate. 2. If coercion or abuse is reported or suspected, follows policy for sexual abuse (see section 20.0). Notify supervisor immediately. 3. If the touching behavior is inappropriate, interrupts in a non-punitive manner and redirects or requests an appropriate alternative behavior. 4. If redirection is not successful, staff must physically intervene only to the degree necessary for interruption. 5. Documents the behavior and the actions taken.
Interdisciplinary Team	<ol style="list-style-type: none"> 6. Evaluates the trend of the behavior and if indicated, develops a program that will appropriately address the behavior.

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8.0 BODY EXPOSURE

Definition

Body Exposure The exhibiting of one's private body parts in a public place.

Standard

Body exposure shall not be considered socially appropriate behavior.

Procedures

Responsibility

Action

Upon discovering an individual whose body is exposed in public:

Staff

1. Directs the individual to fully dress if capable. If the person resists the directive, staff should attempt to shield the individual from the view of others and escort the person to a private area where further attempts can be made to modify the behavior. Always assist the person in dressing in a way that respects personal dignity.

2. Notifies supervisor.

Interdisciplinary Team

3. Analyzes the trend of the behavior. If indicated, develop a program that will appropriately address the behavior.

9.0 EXPLICIT SEXUAL MATERIAL

Definition

Explicit Sexual Material Any materials, such as books, photographs, or movies depicting nudity or erotic behavior that is commonly interpreted to appeal to sexual interest.

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Standards

1. Individuals may possess sexually explicit material that is not prohibited by law if kept in one’s own room or apartment.
2. The displaying of sexually explicit material is to be done in a manner that most people in the community would find acceptable.

Procedures

<i>Responsibility</i>	<i>Action</i>
Staff	<ol style="list-style-type: none"> 1. Protects the individual’s right to possess sexually explicit material. 2. If an individual 18 years of age or older shares his or her material with other individuals who are under the age of 18, staff is to interrupt the activity in a non-punitive manner. 3. Determines the extent of the individual’s understanding of the material and discusses the inappropriateness and illegality of sharing it with someone under 18 years of age. 4. Documents the incident and actions taken.
Interdisciplinary Team	<ol style="list-style-type: none"> 5. Analyzes the trend of the behavior and, if indicated, develops a program that will appropriately address the behavior.

10.0 MASTURBATION

Definitions

Masturbation The stimulation or manipulation of one’s own genitals, usually resulting in orgasm or sexual self-gratification. Masturbation also includes the stimulation, other than by sexual intercourse, of another’s genitals, usually resulting in orgasm.

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Excessive Masturbation When the act of masturbation consistently interferes with the person's participation in his/her daily activities.

Injurious Masturbation When the act of masturbating could result in injury due to intensity, inappropriate lubrication, or inappropriate use of objects.

Standards

1. Staff should be aware the masturbation is not always purely sexually motivated. Other factors can include: boredom, attention-seeking, frustration or agitation, genital infection or irritation, social withdraw, and medication side effects. The Interdisciplinary Team must consider these factors when developing programs.
2. Masturbation should be considered a normal means of sexual expression.
3. Masturbation should be conducted in private, not to excess and not injuriously. Excessive or injurious masturbation indicates a need for training.

Procedures

<i>Responsibility</i>	<i>Action</i>
Staff	<ol style="list-style-type: none"> 1. Protects individual's right to sexual expression in a way that respects personal dignity. 2. When in a public area, directs to a private area. 3. When a private area is not available, interrupts in a non-punitive manner and, if appropriate, discusses the issues of privacy with the individual. 4. If injury is reported or suspected, seeks appropriate medical attention and follows normal incident reporting procedures.

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Interdisciplinary Team 5. Assesses training, education, and counseling needs. If indicated, develops a plan that addresses the individual's needs.

11.0 INTERPERSONAL RELATIONSHIPS

Standards

1. Interpersonal relationships are fundamental to social-sexual development.
2. The Interdisciplinary Team will assure opportunity for interpersonal relationships to develop. Individuals express preferences in many ways, not only verbally. The Interdisciplinary Team will safeguard all expressions of choice concerning interpersonal relationships.
3. People with developmental disabilities may have restricted opportunities to develop a variety of interpersonal relationships. The team shall provide opportunities for people to broaden their social contacts at home and work.

Procedures

Responsibility

Actions

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| Staff | 1. Identifies individual's personal preferences in relationships and provides supports for exercising choices and practicing interpersonal skills. |
| | 2. If problems in interpersonal relationships are identified, assists the person to identify options and seek solutions that are consistent with their own values. Brings continuing difficulties to the attention of the team. |
| Interdisciplinary Team | 3. Provides assistance to the individual to express preferences and make choices about interpersonal relationships. |

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4. Addresses the need for supports, programs, education or counseling to assist the person in developing and practicing appropriate interpersonal relationships, friendships and sexual relationships.

12.0 STAFF-CLIENT RELATIONSHIPS

Standards

1. The professional job of staff is to provide supportive services. Concern and emotional support shall be given in the context of building skills rather than fostering dependent relationships with staff. Staff must ensure that their relationships with clients are professional and constructive. Staff will be aware of their own needs and emotional responses and will keep these from interfering with the service they provide.
2. Physical contact between staff and client in the context of providing direct care and support is necessary and is based on an appraisal of the client's needs (see section 7.0).
3. Sexual activity between staff (paid or volunteer) and individuals served by the agency is prohibited and will be treated as abuse.

Procedures

<i>Responsibility</i>	<i>Action</i>
Staff	<ol style="list-style-type: none"> 1. Provide and support opportunities for clients to develop non-paid relationships. 2. Provide instruction as needed to define the nature of the staff-client relationship as one of a professional helper. 3. Identify problematic staff-client relationships and bring to the attention of a supervisor.

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4. Report any suspected abuse according to the Abuse/Neglect Policy.

- Interdisciplinary Team
5. Assess the individual's need for training, counseling, or education for the development of relationships and if indicated, develop a plan to address the need.

13.0 DATING

Definition

Dating Social engagement between two people who have expressed a desire to be in the company of each other.

Standards

1. Dating is a positive social experience.
2. Opportunities for social activities, including dating, will be provided, taking into account the person's need for supervision and the desires of the individual involved.

Procedures

Responsibility

Action

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|------------------------|--|
| Staff | <ol style="list-style-type: none"> 1. Be aware of and promote relationships. 2. Provide information and support to the individual as needed, as he/she makes plans. 3. Assist individual in learning about relationship issues as needed. |
| Interdisciplinary Team | <ol style="list-style-type: none"> 4. Assures that the individual's social-sexual needs and interests are addressed and opportunities for experience are provided. |

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5. Recommends action if inappropriate social-sexual behavior is displayed.

14.0 SEXUAL INTERCOURSE

Definition

Sexual Intercourse Sexual contact between individuals including genital-genital, oral-genital, and anal genital.

Standards

Sexual intercourse is a healthy, pleasurable means of sexual expression between **consenting adults**.

Procedures

Responsibility

Action

Staff

1. Assist in learning about sexuality and the decision to engage in sexual intercourse. Give individuals an opportunity to clarify feelings about all aspects of sexual intercourse.
2. Assist in defining public vs. private places, help to determine some private places and help to maintain privacy.
3. Assist in defining consent if necessary, and to understand that it is wrong to force oneself on another.
4. Assist consumer in understanding responsibilities as well as possible outcomes, i.e. pregnancy, transmission of STD, including HIV.
5. Assist in learning about and obtaining birth control if necessary. Monitor use of birth control as needed.

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6. Assist in obtaining medical and/or therapeutic assistance as needed for any problem associated with intercourse.

7. Of consumer has sexual intercourse in a public place or in front of others, staff will:
 - Discreetly interrupt and redirect consumer and partner to a more private place.
 - Make use of the teachable moment to explain pertinent issues; i.e. public vs. private, interfering with rights of others.

15.0 SEXUAL ORIENTATION

Definitions

Heterosexuality Sexual desire for or engaging in sexual activity with members of the other sex.

Homosexuality Sexual desire for or engaging in sexual activity with members of the same sex.

Bisexuality Sexual desire for or engaging in sexual activity with members of either sex.

Standard

Every person has a right to sexual expression, regardless of their sexual orientation, as long as the rights of others are respected and all participants are informed, consenting adults. These guidelines are written to promote the rights and dignity of all individuals regardless of sexual orientation.

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Procedures

Responsibility

Action

Staff

1. Be prepared to discuss social/sexual issues, including sexual orientation, with the individual you serve. If you anticipate difficulty in discussing such issues for whatever reason, alert your supervisor to your own need for advice and training.
2. Staff shall respond to questions and concerns about sexuality (whether verbal or non-verbal) with sensitivity and dignity in a straight forward manner, including deferring to a more appropriate source for information and support.
3. Assure opportunities for individuals to experience social/sexual interaction with both sexes in order to assist them in becoming more aware of their own sexual interests.

16.0 BIRTH CONTROL

Definition

Birth Control The use of contraceptive methods, including birth control pills and other hormones, Norplant, diaphragms, foams, condoms, IUD, and abstinence.

Standards

1. Birth control information will be part of a social/sexual education program. Birth control and information must be made available to individuals upon their request (see section 4.0).
2. If the Interdisciplinary Team decides an individual is unable to understand the risks on matters of birth control and training strategies have been exhausted, the team will pursue a limited guardianship to resolve that issue.

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3. The Interdisciplinary Team shall provide assistance as needed for the individual to access counseling, education, health practitioners, and community based services.

16.1 TUBAL LIGATIONS AND VASECTOMIES

Definition

Tubal Ligations and Vasectomies Surgical procedures used when an individual wishes to become incapable of reproduction.

Standards

These procedures are birth control options. Because they are irreversible, the Interdisciplinary Team will assure extensive information is provided.

This agency, by law, can pursue these options only if the individual requests it and cannot act on requests made by someone other than the individual.

17.0 PREGNANCY

Definition

Pregnancy Carrying a developing fetus in utero.

Standard

Pregnancy is an option for most women and a possible outcome of heterosexual intercourse.

Procedures

Responsibility Action

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| Staff | 1. If there is reason to believe that an individual is pregnant, the person will be assisted in confirming the pregnancy by accessing a health practitioner of choice. |
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2. If medical tests confirm a pregnancy, the person will be assisted in accessing a health practitioner of choice for counseling, education, and/ or prenatal care.

3. The Interdisciplinary Team will help identify educational, medical, and financial resources and provide assistance as needed for the individual to access services of choice.

18.0 COHABITATION

Definition

Cohabitation When two individuals who are involved in an intimate relationship live together without being legally married.

Standards

All individuals have the right to make choices concerning lifestyle. Individuals who are considering cohabitation are entitled to services.

Procedures

Responsibility *Action*

- | | |
|-------|---|
| Staff | <ol style="list-style-type: none"> 1. If an individual is considering cohabitation, staff will assist that person in: <ul style="list-style-type: none"> • Evaluating the status of his/her relationship; • Understanding the financial, social, and legal consequences of the decision; • Assessing the effects cohabitation may have on current living situations; • Acquiring educational and support services, as needed.
 2. Be sensitive to issues that may arise and provide support as needed in a positive, non-judgmental manner. |
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19.0 MARRIAGE

Definition

Marriage The social institution through which a man and woman decide to live as husband and wife by legal commitments.

Standards

All individuals have the right to make choices concerning lifestyle. Individuals who are considering marriage are entitled to services.

Procedures

Responsibility Action

- | | |
|-------|--|
| Staff | <ol style="list-style-type: none"> 1. If an individual is considering marriage, staff will assist that person in: <ul style="list-style-type: none"> • Evaluating the status of his/her relationship; • Understanding the financial, social, and legal consequences of the decision; • Assessing the effects marriage may have on current living situations; • Acquiring educational and support services, as needed. • 2. Be sensitive to issues that may arise and provide support as needed in a positive, non-judgmental manner. 3. Assist in making wedding plans, if asked. |
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20.0 SEXUAL EXPLOITATION/ABUSE/HARASSMENT

Definitions

Sexual The act of using coercion, manipulation, or physical force to
Exploitation compel an individual to participate, promote or witness a situation
of sexual explicitness which would not otherwise be freely chosen

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by that individual.

Sexual Abuse Sexual abuse refers to any sexual act committed on an individual through coercion, manipulation or physical force or without consent. Sexual abuse includes rape, molestation, and incest. Rape means the forced penetration of a person's vagina, anus, or mouth without the individual's consent. Molestation refers to the forced sexual touching of a person's genitals without consent. Molestation also refers to the sexual touching of children by adults. Incest is defined as sexual contact between a child and an adult relative or as sexual contact between siblings.

Sexual Harassment Intimidation of an individual through words, gestures, or actions of a sexual nature.

Standards

1. Sexual exploitation, sexual abuse, and sexual harassment are harmful, degrading acts. In many situations they are subject to criminal prosecution. All individuals have the right to be free from and protected against sexual exploitation, sexual abuse, and sexual harassment.
2. Sexual activity between staff (paid or volunteer) and individuals served by the agency is prohibited and will be treated as abuse.

Procedures

<i>Responsibility</i>	<i>Action</i>
	When witnessed or suspected:
Staff	<ol style="list-style-type: none"> 1. Stop the behavior in a non-punitive manner, if possible, and separate the people immediately. Provide supervision as necessary. 2. If clothing may be needed as evidence and is not being worn, place in a container.

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3. Preserve all evidence in the room by making sure that nothing in the room is touched or moved.
4. Contact your supervisor, Case Management, and complete an unusual incident report.
5. Seek medical care if there is indication of disease, injury, or the use of force.
6. If the use, or attempted use, of force is indicated, or if the incident involves an individual under 28 years of age, contact the police.
7. Evaluates the incident and develops a plan of response to prevent reoccurrence.

Interdisciplinary
Team