



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p>		POLICY NUMBER	PAGE NUMBER
		700-36	1 OF 4
		DISTRIBUTION:	Public
		SUBJECT:	Offender Care Aide
RELATED STANDARDS:	None	EFFECTIVE DATE:	March 15, 2026
		SUPERSESION:	01/15/2026
DESCRIPTION: Clinical Services	REVIEW MONTH: December	 NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to maintain a comprehensive institutional program that supports a safe and healthy environment for offenders and staff. As part of this program, the DOC authorizes the use of trained Offender Care Aides (OCAs) to assist clinical services staff in providing basic care and support to offenders in accordance with established procedures, safety standards, and scope-of-practice limitations.

II. PURPOSE

The purpose of this policy is to establish a standardized Offender Care Aide (OCA) program across DOC facilities. It defines the role, responsibilities, and limitations of OCAs; outlines criteria for their selection, training, supervision, and evaluation; and promotes a collaborative, integrated healthcare team. The policy also ensures that safety, security, and confidentiality are maintained throughout the program.

III. DEFINITIONS

Offender Care Aide (OCA):

An offender who has been selected, trained, and competency-validated to provide limited, non-licensed care and support services to other offenders under the supervision of clinical services staff and within facility guidelines.

Negative Pressure Room / Airborne Infection Isolation Room (AIIR):

A specially designed room that maintains lower air pressure than surrounding areas to prevent the spread of airborne infectious diseases.

IV. PROCEDURES

1. Program Overview:

- A. The Offender Care Aide (OCA) program is intended to:
 1. Enhance support for offenders with functional limitations or increased care needs.
 2. Supplement, but not replace, the work of licensed staff.
 3. Provide structured, supervised work and skill-building opportunities for participating offenders.
- B. OCAs shall not perform any tasks that require licensure or independent clinical judgement.
- C. Each facility health services administrator (HSA), or designee, will oversee implementation of the OCA program in collaboration with the warden or designee.

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- D. OCAs will not have access to the electronic health record (EHR) and are prohibited from viewing, entering, or retrieving any clinical documentation.
- E. OCAs will not have access to, handle, dispense, prepare, or administer any medications under any circumstances.

2. Eligibility, Selection & Assignment:

- A. Minimum eligibility criteria for OCA candidates:
 - 1. No current major disciplinary sanctions that would interfere with duties.
 - 2. Offender must have a Prison Rape Elimination Act (PREA) score of no-score (NS).
 - a. Approval must be obtained from the case manager, the warden, and the HSA before confirming eligibility.
 - 3. Ability to read, write, and follow written and verbal instructions.
 - 4. Physical and emotional capacity to perform essential tasks.
 - 5. Ability to maintain confidentiality and appropriate boundaries.
- B. Selection process:
 - 1. Offenders may apply or be referred to the OCA program.
 - 2. Clinical services and classification/custody will jointly review eligibility, security issues, and suitability at standard job board meetings.
 - 3. Final assignment is at the discretion of the HSA and warden.
- C. Assignment and reassignment:
 - 1. OCAs are assigned to clinical areas based on need (e.g., medical housing, vision-impaired support, environmental services).
 - 2. OCAs may be removed or reassigned at any time based on performance, safety, security, or clinical need.
 - 3. The OCA will sign a completed *Eligibility and Authorization Form* (attachment #3) which will be placed in his/her file.

3. Training & Competency:

- A. Minimum required training components.
 - 1. Foundational Care Training:
 - a. Current edition of Mosby's Textbook for Nursing Assistants and workbook or equivalent.
 - b. Completion of assigned modules and workbook exercises prior to skills evaluation.
 - 2. Bloodborne Pathogens (BBP) and Universal Precautions
 - a. Completion of DOC-approved BBP training via tablets or other approved platforms.
 - 3. Personal Protective Equipment (PPE), Infection Control, and Environmental Services.
 - a. Proper donning and doffing of PPE like gloves, gown, mask, and/or eye protection.
 - b. Environmental services and cleaning procedures, including:
 - 1) Cleaning and disinfecting exam rooms, medical housing areas, equipment, and negative pressure rooms.
 - 2) Use of approved disinfectants.
 - 3) HazMat awareness, MSDS/SDS location and use, and spill reporting pathways.
 - 4. Vision-Impaired Offender Support.
 - a. Orientation to levels of visual impairment.
 - b. Clock method for meal and environment description.
 - c. Safe guiding and ambulation assistance.
 - d. Assistance with reading/writing and the location of personal items while maintaining offender independence.
 - 5. Confidentiality and Professional Conduct.
 - a. Professional boundaries and communication expectations.

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- b. Confidentiality requirements and limits.

B. Skills lab and competency demonstration:

1. OCAs must successfully demonstrate core skills listed in the *Offender Care Aide (OCA) Skills Assessment Guide* (attachment #2) before independent assignment, including (but not limited to):
 - a. Abdominal thrusts for choking.
 - b. Ambulation with cane, walker, and gait belt.
 - c. Use of stand-assist devices and Hoyer lift.
 - d. Safe transfers (bed ↔ wheelchair; wheelchair ↔ bed).
 - e. Changing an occupied bed.
 - f. Basic hygiene support: hair care, nail care, partial bed bath, denture care, mouth care.
 - g. Repositioning in bed.
 - h. Assisting with meals and dining.
 - i. Environmental cleaning tasks as outlined in the Environmental Services training.
2. Documentation of training and competency will be completed by a licensed nurse by utilizing the combined *Offender Care Aide (OCA) Training & Confidentiality Acknowledgement* form (attachment #1). The completed form will be maintained in the offender's program file.

4. Scope of Duties and Limitations:

A. Permitted duties include:

1. Assisting offenders with:
 - a. Ambulation and transfers using approved devices.
 - b. Activities of daily living (bathing, grooming, dressing, toileting assistance, feeding) as directed.
 - c. Positioning, range-of-motion exercises as instructed by clinical staff.
2. Environmental and equipment tasks:
 - a. Light cleaning of designated medical areas and equipment according to training and facility protocol.
 - b. Assisting with linen changes, room turnovers, and discharge cleaning.
3. Vision-impaired support:
 - a. Orientation to environment using clock method.
 - b. Set-up of trays and personal areas.
 - c. Reading or writing assistance as requested by the offender and permitted by staff.

B. Prohibited activities (not all-inclusive):

1. Independent clinical assessment or decision-making.
2. Administration or handling of medications or injections.
3. Performing invasive procedures or wound care.
4. Accessing or documenting in the electronic medical record.
5. Providing any information or advice that contradicts clinical staff instructions.

C. The HSA and warden will further determine any site-specific duties and/or limitations for OCAs.

5. Supervision, Performance, and Removal:

A. OCAs work under the direct or indirect supervision of clinical services staff and are accountable to both clinical and custody staff.

B. Nursing staff are responsible for:

1. Assigning daily tasks consistent with training and scope.
2. Monitoring performance and providing feedback or retraining as needed.
3. Notifying the Nurse Supervisor of concerns or violations.

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- C. An OCA may be removed from the program for:
1. Breach of confidentiality or safety protocols.
 2. Poor performance, refusal to follow direction, or unprofessional behavior.
 3. Disciplinary infractions or security issues.
 4. Changes in medical or mental health status that limit safe participation.

6. Confidentiality & PREA:

- A. OCAs must maintain strict confidentiality regarding any health information they observe or assist with.
- B. OCA confidentiality expectations are:
1. Acknowledged in writing on the combined Training & Confidentiality Acknowledgement form.
 2. Reinforced in training and performance evaluations.
- C. Breach of confidentiality may result in immediate removal from the program and disciplinary action.
- D. OCAs must comply with all PREA standards. Any sexual contact, sexualized behavior, or harassment toward other offenders or staff is strictly prohibited and will be reported and investigated in accordance with DOC policy 1100-01 *Prison Rape Elimination Act (PREA)*.

V. RESPONSIBILITY

The director of Clinical and Correctional Services, the chief of clinical operations, and the chief medical officer are responsible for the annual review and maintenance of this policy.

VI. AUTHORITY

None.

VII. HISTORY

March 2026
January 2026 – New policy

ATTACHMENTS

1. Offender Care Aide (OCA) Training & Confidentiality Acknowledgement
2. Offender Care Aide (OCA) Skills Assessment Guide
3. Eligibility and Authorization Form

OFFENDER CARE AIDE (OCA) TRAINING & CONFIDENTIALITY ACKNOWLEDGEMENT

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Offender Acknowledgement**I acknowledge that I have received instruction and/or completed training in the following areas required for participation in the Offender Care Aide program:****Foundational Care Training**

- ✓ Mosby's Textbook for Nursing Assistants and workbook (or equivalent)
- ✓ Basic personal care, mobility assistance, and hygiene support

Skills Lab / Competency Demonstration

- ✓ Ambulation and transfers (cane, walker, gait belt, stand-assist devices, Hoyer lift)
- ✓ Changing occupied bed, positioning, partial bed bath, denture, and oral care
- ✓ Assisting with meals and dining

Bloodborne Pathogens (BBP) & Universal Precautions

- ✓ Standard precautions, hand hygiene, sharps, and exposure reporting

PPE, Infection Control, & Environmental Services

- ✓ Donning and doffing gloves, gowns, masks, and eye protection
- ✓ Cleaning exam and infirmary areas, equipment, and negative pressure rooms
- ✓ Proper use and disposal of cleaning agents, red bags, and biohazard laundry

Vision-Impaired Offender Support

- ✓ Levels of visual impairment and functional impact
- ✓ Clock method for meal and environment description
- ✓ Safe guiding and orientation techniques

Confidentiality & Professional Conduct

- ✓ Requirement to protect offender health information
- ✓ Agreement not to disclose or discuss health information except as directed for job duties
- ✓ Understanding that breach of confidentiality may result in removal from the program and disciplinary action

PREA Compliance

- ✓ Understanding that all forms of sexual abuse, sexual harassment, or sexualized conduct with or toward other offenders or staff are strictly prohibited and will be reported and investigated under PREA and DOC policy

I understand the training I have received, the duties I am permitted to perform, and the limits of my role as an Offender Care Aide. I agree to:

- Follow all instructions from DOC staff and clinical services.
- Work within the scope of duties I have been trained and approved to perform.
- Maintain strict confidentiality of all health information I see or hear in my role.
- Comply with PREA and always maintain appropriate professional boundaries.

Offender Signature: _____ Date: _____

Staff Verification

By signing below, I verify that the offender named above has completed the required training modules and has demonstrated competency in the skills associated with the Offender Care Aide role as indicated.

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____



SOUTH DAKOTA

CORRECTIONS
CLINICAL & CORRECTIONAL SERVICES

OFFENDER CARE AIDE (OCA) SKILLS ASSESSMENT GUIDE

References:

South Dakota Nursing Assistant Candidate Handbook Effective January 1, 2022

Inmate Palliative Volunteer Training Oklahoma Department of Corrections Effective date 02/05/2020

INTRODUCTION

Offender Care Aides (OCAs) are designated offenders trained to provide supervised, non-clinical assistance, companionship, and daily living support to individuals with medical, functional, cognitive, or sensory limitations. OCAs may offer input in the pairing process to help ensure an appropriate match, compatibility, and safety based on the needs of the offender receiving assistance.

The OCA program is designed to enhance the continuity and quality of care within DOC facilities by supporting offenders who can no longer independently complete activities of daily living (ADLs). OCAs assist with essential tasks such as mobility support, orientation, personal care within approved guidelines, and maintaining a safe living environment—helping preserve dignity, autonomy, and functional well-being.

OCAs also play a supportive role in maintaining the emotional and social well-being of higher-needs offenders by providing consistent presence and companionship. This supplemental support enables clinical staff to focus on medical assessments, treatment, and skilled care while ensuring that daily support needs are met promptly and safely.

All OCAs receive structured training and competency evaluation in core offender-care principles, safety practices, infection control, confidentiality, PREA requirements, communication skills, environmental safety, and appropriate interpersonal boundaries. OCAs operate under the direct supervision of clinical services staff, who monitor performance and ensure all activities remain within the approved scope of practice.

To maintain program integrity, OCAs must demonstrate proficiency in the following essential skills:

- Abdominal thrusts for choking.
- Ambulation with a cane or walker.
- Ambulation using a gait belt.
- Use of a stand aid.
- Oral hygiene and denture care.
- Hair and nail care.
- Partial bed bath and partial dressing.
- Changing an occupied bed (full bed change).
- Positioning an offender on their side.
- Feeding assistance.
- Toileting using a bedpan.
- Transfers from bed to wheelchair and wheelchair to bed using a gait belt.
- Use of Hoyer lift.
- Proper donning and doffing of gown and gloves.

The OCA program strengthens the overall healthcare delivery system by integrating trained peer support into daily operations, improving offender quality of life, and promoting a safe, supportive environment across DOC facilities.

THE SKILL TEST

The purpose of the Skill Test is to assess your performance of basic care skills. You must score at least a 75% on each skill task without missing any key steps to pass the Skill Test. You will find a complete list of skill printed in this handbook. You will be assigned one of the following skills as your first task:

- Use of Hoyer and stand aide lifts.
- Toileting Using a Bedpan.

The remainder of the tasks will be observed and signed off on by the instructor. The steps that are listed for each skill are the steps required for an OCA to completely demonstrate the skill. You will be scored on these steps. If you fail the skills test you will have to take another skills test.

What to Expect

- Listen carefully to all instructions given by the Test Observer. You may have the scenario repeated.
- Be sure you understand all instructions before you begin because you may not ask questions after the test begins.

- If you make a mistake while performing a task, state the mistake and then repeat the required task. Once the Skills Test begins no more questions will be answered.
- If you fail one skill task, you will have to retest on three or four new skill tasks, one of which will be a task you failed.

Skill Test Instructions

The following instructions will be read by the Test Observer to each OCA candidate before their skill test begins:

We are going to ask you to perform and demonstrate every step on every skill that the tester requires. You will have 10 minutes per skill. You will be informed when there is 3 minutes remaining.

You will begin with the first skill of _____ (Observer read only the one that applies: Toileting Using Bedpan) followed by the remainder of skills on the list, which will be read to you. You don't have to remember these skills, because they will be told to you again, one at a time, as you progress through the Skill Test. It may help you to talk yourself through each step as you perform your tasks.

Each task has its own scenario, which will be read to you before you begin. You may use any equipment needed for the skill. You may move equipment as needed to accomplish your skills. Try to relax, be calm, take charge, and show your best work.

I will read one scenario at a time to you. After I read the scenario to you, please actually demonstrate the skill, beginning with entering the offender's room. I must see you perform each step.

You may ask me to reread any of the scenarios for you at any time during your Skill Test.

When all tasks are finished, if you still have time remaining, you may go back and correct anything you think you performed incorrectly, or you may tell me you are finished with the Skill Test. I cannot answer any questions once we begin the test. Do you have any questions now?

Abdominal Thrust of the Choking Offender

1. OCA Candidate can identify symptoms of choking. Evaluates choking by asking offender, "Are you choking?"
2. Gets offender up.
3. Stands behind offender and wraps arms around offender's waist.
4. Makes a fist with one hand.
5. Places the thumb side of the fist against the offender's abdomen.
6. Positions fist slightly above navel and below the xiphoid process.
7. Grasps fist with other hand, presses fist and hand lightly into the mannequin abdomen and demonstrates an inward, upward thrust that is to be repeated at least 3-5 times.
8. Candidate stops and asks offender, "Are you still choking?" offender says, "I'm fine now."
9. Candidate should verbalize to the tester that they would repeat this procedure until it is successful or until victim loses consciousness.
10. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Ambulation with Cane or Walker

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Explains procedure to offender.
5. Assembles equipment as required.
6. Ensures chair is easily accessible.
7. Brings offender to sitting position.
8. Puts non-skid footwear on offender if needed.
9. Places gait belt around offender below lower ribs and above waist to stabilize trunk.
10. Tightens gait belt so that the fingers of candidate’s hand can be comfortably slipped up and under between the gait belt and offender.
11. Ensures safety by properly securing gait belt.
12. Positions cane or walker correctly.
13. Positions self appropriately to help offender stand always being aware to use correct body mechanics.
14. Assists offender to stand.
15. Stabilizes cane or walker (ensures offender stabilizes cane or walker).
16. Positions self behind and slightly to side of offender.
17. Safely ambulates offender at least 10 steps.
18. Assists offender to pivot and sit in the chair.
19. Removes gait belt
20. Returns walker/cane to appropriate storage area.
21. Maintains respectful, courteous interpersonal interactions at all times.
22. Leaves call light or signal calling device within easy reach of the offender.
23. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Ambulation with Use of Gait Belt

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Obtains gait belt.
5. Explains procedure to be performed to the offender.
6. Lowers bed to lowest position.
7. Puts non-skid footwear on offender.
8. Places gait belt around offender below lower ribs and above waist to stabilize trunk.
9. Tightens gait belt so that fingers of candidate’s hand can be comfortably, slipped up and under between the gait belt and offender.
10. Brings offender to standing position using proper body mechanics.
11. With one hand grasping gait belt, that stays in proper position, and the other stabilizing the offender by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates offender 10 steps.
12. Assists offender to sit in the chair: Pivots and sits offender using proper mechanics.
13. Removes gait belt.
14. Properly stores gait belt.
15. Maintains respectful, courteous interpersonal interactions always.
16. Leaves call light or signal calling device within easy reach of the offender.
17. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory
 Not Satisfactory
 Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____
 Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____
 Staff Signature: _____ Date: _____

Use of Stand Aide

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Assembles equipment as required.
5. Ensures equipment is right size and free from any damage.
6. Check battery life (if applicable) of stand aide and that it is clean and in working order.
7. Assist offender to sitting position.
8. Apply sling per manufacturer guidelines.
9. Assure the sling is free from kinks and is snug but not too tight.
10. Attach sling to stand aide per manufacturer guidelines.
11. Last second safety check of surroundings making sure the path is clear.
12. Talks the offender through the procedure while doing it.
13. Doesn't rush, takes time and lines up before descent to the location.
14. Slowly descends offender into chair.
15. Once offender is safely in chair, takes off sling.
16. Returns Lift and sling to appropriate storage area.
17. Maintains respectful, courteous interpersonal interactions always.
18. Leaves call light or signal calling device within easy reach of the offender.
19. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Brushing Teeth

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Assembles and utilize appropriate equipment.
 - a) Toothbrush or toothette.
 - b) Emesis Basin.
 - c) Glass of water.
4. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
5. Explains procedure to the offender.
6. Provides for offender's privacy.
7. Drapes the chest/bed to protect from soiling.
8. Puts on disposable gloves.
9. Provides offender with emesis basin or use of sink.
10. Applies toothpaste to toothbrush.
11. Gently brushes offender's teeth, including the inner outer and chewing surfaces of all upper and lower teeth. If available, toothette may be utilized instead of the toothbrush if all the surfaces listed above are cleaned.
12. Cleans tongue.
13. Assists offender in rinsing mouth.
14. Wipes offender's mouth as needed.
15. Removes soiled drape.
16. Discards soiled drape in appropriate container.
17. Leaves offender in position of comfort and safety.
18. Empties emesis basin.
19. Cleans emesis basin.
20. Rinses toothbrush.
21. Returns all equipment to storage.
22. Places towel in linen hamper.
23. Removes gloves, turning gloves inside out as they are removed.
24. Disposes of gloves in an appropriate container.
25. Maintains respectful, courteous interpersonal interactions always.
26. Leaves call light or signal calling within easy reach of the offender.
27. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Full bed change of occupied bed

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Gathers clean linen and transports correctly away from the body.
5. Places clean linen on a barrier in the room or over the back of the chair.
 - a) One bottom fitted sheet.
 - b) One top flat sheet.
 - c) One pillowcase.
 - d) One blanket.
 - e) One bedspread.
 - f) One dirty linen hamper provided in the room.
6. Explains procedure to offender.
7. Provides privacy by pulling curtain
8. Elevates bed to appropriate working height.
9. Offender is to always remain covered with the sheet.
10. Raises side rail/assist bar opposite working side of bed.
11. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
12. Places clean bottom sheet along the center of the bed and rolls or fanfolds linen against offender's back and unfolds remaining half. Pulls corners tightly in place and tucks sheet securely under the mattress as necessary.
13. Raises second side rail/assist bar or asks test observer to stand opposite working side of the bed and assists the offender to roll over the bottom linen, preventing trauma and avoidable pain to offender.
14. Removes soiled linen without shaking. Avoids placing clean or dirty linen on the overbed table. Avoids touching linen to uniform.
15. Discards soiled linen in linen hamper.
16. Pulls through and smooths out the clean bottom linen.
17. Places clean top linen over covered offender. Removes used linen always keeping offender unexposed.
18. Tucks in top linen.
19. Makes toe pleat.
20. Applies clean pillowcase, with zippers and/or tags to inside.
21. Gently lifts offender's head to replace the pillow.
22. Leaves offender in position of comfort and safety.
23. Leave offender in a neatly made bed.
24. Maintains respectful, courteous interpersonal interactions always.
25. Leaves call light or signal calling device within easy reach of the offender.
26. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Denture Care

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Utilizes appropriate equipment:
 - a) Denture container/emesis basin.
 - b) Denture brush or toothettes.
 - c) Toothpaste.
 - d) Glass of water or mouthwash.
5. Explains procedure to offender.
6. Provides for offender's privacy.
7. Puts on disposable gloves.
8. Lines sink with a washcloth.
9. Removes dentures from cup carefully to avoid damage.
10. Thoroughly brushes dentures, including the inner, outer, and chewing surfaces of upper and lower dentures. Toothettes may be utilized instead of a toothbrush if all the surfaces listed above are cleaned.
11. Rinses dentures using clean cool water.
12. Places dentures in rinsed cup.
13. Adds cool clean water to the cup.
14. Drapes offender with a towel.
15. Cleans and rinses offender's mouth.
16. Brushes gums/tongue with toothbrush and toothpaste.
17. Rinses thoroughly with water OR mouthwash.
18. Wipes residue from offender's face.
19. Returns offender to position of comfort and safety.
20. Cleans equipment and returns to storage.
21. Removes towel and disposes of used linen in linen hamper.
22. Removes gloves, turning gloves inside out as they are removed.
23. Disposes of gloves in an appropriate container.
24. Maintains respectful, courteous interpersonal interactions always.
25. Leaves call light or signal calling device within reach of the offender.
26. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Use of Hoyer Lift

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Assembles equipment as required.
5. Ensures equipment is right size and free from any damage.
6. Checks battery life of Hoyer lift and that equipment is clean and in working order.
7. Assists offender to laying position.
8. Applies sling per manufacturer guidelines.
9. Assures the sling is free from kinks and is snug but not too tight.
10. Rolls offender side to side to get sling in appropriate position.
11. Attaches sling to Hoyer lift per manufacturer guidelines.
12. Performs last second safety check of surroundings making sure the path is clear.
13. Talks the offender through the procedure while doing it.
14. Doesn't rush, takes time and lines up before descent to the location.
15. Slowly lowers offender into chair.
16. Once offender is safely in chair, takes off sling.
17. Returns Lift and sling to appropriate storage area.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signal calling device within easy reach of the offender.
20. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory
 Not Satisfactory
 Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Applying and Removing Gown and Gloves

1. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
2. OCA faces the back opening of the gown.
3. OCA unfolds the gown.
4. OCA places arms through each sleeve.
5. OCA secures the neck opening.
6. OCA secures the waist, making sure that the back flaps completely cover clothing.
7. OCA puts on gloves.
8. Wrists are covered by either gown or glove.
9. Removes gloves before removing gown.
10. Removes glove, turns gloves inside out as they are removed.
11. Disposes of the gloves in appropriate container.
12. Unfastens gown at the neck.
13. Unfastens gown at the waist.
14. Removes gown by folding soiled area to soiled area.
15. Disposes of gown in an appropriate container.
16. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Hair Care

- 1. Knocks on door.
- 2. Introduces self appropriately to the offender.
- 3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
- 4. Utilizes appropriate equipment:
 - a) Brush, comb or hair pick.
- 5. Explains procedure to the offender.
- 6. Asks offender how they would like their hair combed.
- 7. Combs/brushes hair gently and completely.
- 8. Leaves hair neatly brushed, combed, and/or styled.
- 9. Ensures that clothing is free of dandruff and hair.
- 10. Maintains respectful, courteous interpersonal interactions at all times.
- 11. Leaves call light or signal calling device within easy reach of the offender.
- 12. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory
 Not Satisfactory
 Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Oral Care and Brushing Teeth

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Explains procedure to the offender.
5. Provides for offender's privacy.
6. Ensures offender's safety.
7. Positions offender upright with head turned well to one side, as appropriate to avoid choking or aspiration –OR– positions offender on side, as appropriated to avoid choking or aspiration.
8. Drapes chest/bed as needed to protect from soiling.
9. Puts on disposable gloves.
10. Uses toothettes.
11. Uses diluted mouthwash.
12. Uses water or diluted mouthwash with a clean toothette to rinse.
13. Gently and thoroughly cleans inside of mouth, including the gums, tongue, inner outer and chewing surfaces of all upper and lower teeth.
14. Cleans and dries face.
15. Returns offender to position of comfort and safety.
16. Cleans and replaces equipment.
17. Discards disposable items in waste can.
18. Removes drape.
19. Discards towel(s) and washcloth(s) in linen hamper.
20. Removes gloves, turning gloves inside out as they are removed.
21. Disposes of gloves in an appropriate container.
22. Maintains respectful, courteous interpersonal interactions at all times.
23. Leaves call light or signal calling device within easy reach of the offender.
24. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Nail Care

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Utilizes appropriate equipment:
 - a) Basin with warm water.
 - b) Nail file.
5. Explains procedure to the offender.
6. Ensures offender's safety. Locks wheelchair brakes.
7. Immerses nails in comfortably warm water and soaks for at least five (5) minutes. The five minutes may be verbalized after the nails have been placed in warm water.
8. Gently cleans under nails with file or nailbrush. Nails may be cleaned as they soak.
9. Dries hands thoroughly, being careful to dry between fingers.
10. Gently pushes cuticle back with towel or orange stick.
11. Offers to cut nails.
12. Cleans equipment and returns to storage.
13. Discards towel in linen hamper.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signal calling device within easy reach of the offender.
16. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory
 Not Satisfactory
 Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Partial Bed Bath

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Utilizes appropriate equipment:
 - a) Wash cloth.
 - b) Bath towel.
 - c) Basin of warm water.
5. Explains procedure to the offender.
6. Provides privacy.
7. Ensures offender safety as appropriate.
8. Raises bed to appropriate working height, between mid-thigh and waist.
9. Covers offender with a bath blanket. Removes top bed linens. Fanfolds to bottom of the bed or places aside.
10. Removes offender's gown.
11. Fills basin with comfortably warm water.
12. Puts on disposable gloves.
13. Washes face first (WITHOUT SOAP).
14. Dries face.
15. Washes hands using soap.
16. Rinses hands.
17. Dries hands.
18. Washes underarm with soap.
19. Rinses underarm.
20. Dries underarm.
21. Verbalizes procedure for perineal care. Verbalization MUST include wiping front to back.
22. Assists offender to put on a clean gown.
23. Properly cleans and stores all equipment used.
24. Disposes of dirty laundry in linen hamper.
25. Removes gloves, turning gloves inside out as they are removed.
26. Disposes of gloves in an appropriate container.
27. Maintains respectful, courteous interpersonal interactions at all times.
28. Leaves call light or signal calling device within easy reach of the offender.
29. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Partial Dressing of Offender

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Explains the procedure to the offender.
5. While removing gown, provides for the offender's privacy by appropriately keeping offender covered.
6. Removes gown from strong (unaffected) side first.
7. Places used gown in laundry hamper.
8. When dressing the offender in a shirt or sweater, the candidate inserts their hand through the sleeve of the shirt or sweater and grasps the hand of the offender, dressing from the weak (affected) side first.
9. Leaves the offender comfortably and properly dressed.
10. Leaves call light or signaling device within easy reach of the offender.
11. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory
 Not Satisfactory
 Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Positioning Offender on Side in Bed

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Explains what is to be done and how the offender may help.
5. Provides privacy.
6. Raises bed to working height. (Between mid-thigh and waist level.)
7. Positions bed flat.
8. Removes pillow from under offender's head.
9. Ensures offender safety as appropriate by checking that the bed brakes are locked.
10. Raises side rail/assist bar on _____ side of the bed, if bed has side rail/assist bar.
11. From working side of the bed moves upper body toward self.
12. From working side of the bed moves hips toward self.
13. From working side of the bed moves legs toward self.
14. Crosses upper leg over lower leg.
15. Assists/turns offender on side, either toward raised side rail /assist bar or physically moves to opposite side of the bed and turns offender toward self.
16. Offender is placed on the correct side that was read to him/her in the scenario.
17. Discards towel(s) and washcloth(s) in linen hamper.
18. Removes gloves, turning gloves inside out as they are removed.
19. Disposes of gloves in an appropriate container.
20. Maintains respectful, courteous interpersonal interactions always.
21. Leaves call light or signal calling device within easy reach of the offender.
22. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Feeding Assistance of an Offender

1. Knocks on door before entering room.
2. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
3. Explains procedure to the offender.
4. Looks at diet card to check that the offender has received the correct tray.
5. Positions the offender in an upright position, at least 45 degrees.
6. Protects clothing from soiling by using napkin or clothing protector.
7. Provides hand hygiene for offender BEFORE feeding.
 - a) Candidate may use hand sanitizer by covering all surfaces of offender’s hand and rubbing until completely dry.
 - b) Or candidate may wash offender’s hands using a wet soapy washcloth.
8. Dries offender’s hands BEFORE feeding, if a wet washcloth was used.
9. Sits down facing the offender while feeding the offender or assumes other posture so candidate is at eye level with the offender.
10. Describes the foods being offered to the offender.
11. Offers fluid frequently.
12. Offers small amounts of food at a reasonable rate.
13. Allows offender time to chew and swallow.
14. Wipes offender’s hands and face during meal utilizing napkin, not the clothing protector.
15. Provides hand hygiene for offender AFTER feeding.
 - a) Candidate may use hand sanitizer by covering all surfaces of offender’s hands and rubbing until completely dry.
 - b) Or candidate may wash offender’s hands using a wet soapy washcloth.
16. Dries offender’s hands AFTER feeding, if wet wash cloth was used.
17. Leaves offender clean and in a position of comfort.
18. Discards soiled linens correctly, if used.
19. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
20. Maintains respectful, courteous interpersonal interactions always.
21. Leaves call light or signaling device within easy reach of the offender.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Toileting Using a Bedpan

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Explains the procedure to the offender.
5. Always ensures offender safety.
6. Provides privacy for offender.
7. Does not contaminate or cross contaminate at any point during task.
 - a) Such as: touch bedrail, call light, over bed table.
8. Puts on disposable gloves.
9. Positions offender on bedpan correctly.
10. Uses correct body mechanics when placing offender on bedpan.
11. Leaves call light and tissue within reach of offender and moves to a pre-designated area in the room.
12. When signaled, candidate returns and safely removes empty bedpan from under offender.
13. Washes/assists offender to wash and dry hands.
14. Empties and cleans receptacle. Flushes toilet if used.
15. Removes gloves; turning gloves inside out as they are removed.
16. Disposes of gloves in an appropriate container.
17. Performs hand hygiene with soap and water.
18. Does not re-contaminate hands at any point during the procedure.
19. Maintains respectful, courteous interpersonal interactions always.
20. Leaves call light or signal calling device within reach of the offender.
21. Utilizes appropriate equipment:
 - a) Wash cloth or disposable peri-cloth.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Transfer from Bed to Wheelchair Using a Gait Belt

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Obtains a gait belt.
5. Explains the procedure to be performed to the offender.
6. Positions wheelchair at the foot or head of bed.
7. Ensures offender's safety. Locks wheelchair brakes.
8. Ensures offender's safety. Locks bed brakes
9. Lowers bed to lowest position.
10. Brings offender to a sitting position using proper body mechanics.
11. Assists offender in putting on appropriate nonskid footwear.
12. Places gait belt around offender below lower ribs and above waist to stabilize trunk.
13. Tightens gait belt so that four fingers of candidate's hand can be slipped up and under between gait belt and offender.
14. Brings offender to a standing position using proper mechanics.
15. Grasps the gait belt and keeps in proper position, with one hand placed up and under the gait belt and the other hand stabilizing offender by holding forearm, shoulder, or using another appropriate method to stabilize the offender, transfers offender from bed to wheelchair.
16. Assists offender to pivot and sit in a controlled manner that ensures safety.
17. Does not ambulate offender.
18. Removes gait belt.
19. Maintains respectful, courteous interpersonal interactions always.
20. Leaves call light or signal calling device within easy reach of the offender.
21. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

Transfer from Wheelchair to Bed Using a Gait Belt

1. Knocks on door.
2. Introduces self appropriately to the offender.
3. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.
4. Obtains a gait belt.
5. Explains the procedure to be performed to the offender.
6. Positions wheelchair at the foot of the bed.
7. Ensures offender's safety. Locks wheelchair brakes.
8. Ensures offender's safety. Locks bed brakes.
9. Assists offender in putting on appropriate nonskid footwear.
10. Places gait belt around offender below lower ribs and above waist to stabilize trunk.
11. Tightens gait belt so that four fingers of candidate's hand can be slipped up and under between gait belt and offender.
12. Brings offender to standing position using proper body mechanics.
13. Grasps the gait belt, that stays in proper position, with one hand placed up and under the gait belt and the other hand stabilizing offender by holding forearm, shoulder, or using another appropriate method to stabilize the offender, transfers offender from bed to wheelchair.
14. Assists offender to pivot and sit on bed in a controlled manner that ensures safety.
15. Does not ambulate offender.
16. Removes gait belt.
17. Assists offender in removing footwear.
18. Assists offender to move to center of bed and lie, supporting extremities as necessary.
19. Makes sure offender is comfortable and in good body alignment.
20. Maintains respectful, courteous interpersonal interactions always.
21. Leaves call light or signal calling device within easy reach of the offender.
22. Performs hand hygiene.
 - a) Applies hand sanitizer to palm of one hand.
 - b) Covers all surfaces of hands with hand sanitizer.
 - c) Hands rubbed together until completely dry.

OCA Candidate has demonstrated all skills to satisfactory

Satisfactory Not Satisfactory Comments _____

Offender Acknowledgment:

Offender Name: _____ DOC #: _____

Facility: _____ Date: _____

Staff Verification:

Staff Nurse (Print Name): _____ Title: _____

Staff Signature: _____ Date: _____

OFFENDER CARE AIDE (OCA) PROGRAM ELIGIBILITY & AUTHORIZATION FORM

Facility: _____

Offender Name: _____

Offender ID Number: _____

Housing Unit: _____

Proposed OCA Start Date: _____

Purpose

This document serves as formal authorization and verification that the offender identified above has been reviewed for eligibility and suitability to participate in the Offender Care Aide (OCA) Program. This authorization process is consistent with American Correctional Association (ACA) standards requiring appropriate screening, documentation, and administrative approval prior to assigning offenders to institutional work or programmatic roles involving responsibility or access to others.

Review and Attestation

By signing below, each designated authority attests that they have reviewed applicable institutional, custodial, and health-related records relevant to their role and have determined that the offender meets eligibility criteria for participation in the OCA Program. Authorization indicates agreement that the offender presents no known contraindications and is appropriate to begin OCA training and duties in accordance with facility policy and applicable standards.

Case Manager Authorization

I attest that I have reviewed the offender's institutional and classification record and support the offender's participation in the OCA Program.

Name: _____

Signature: _____ Date: _____

Health Services Administrator (HSA) Authorization

I attest that I have reviewed applicable health information within the scope of my authority and find no medical or mental health contraindications that would preclude participation in the OCA Program.

Name: _____

Signature: _____ Date: _____

Warden Authorization

I authorize the offender's participation in the OCA Program in accordance with facility policy, security requirements, and applicable standards.

Name: _____

Signature: _____ Date: _____

Final Determination

Approved to Begin OCA Program

Not Approved (see notes below)

Notes / Conditions:

This document is an official institutional record. Information contained herein is confidential and intended for authorized use only. Completion of this form does not supersede facility policy and does not guarantee continued participation in the OCA Program.