

Appendix A

National Alliance of Direct Support Professionals*

CODE OF ETHICS

Advocacy

As an IP, I will advocate with the people I support for justice, inclusion, and full community participation.

Interpretive Statements

As an IP, I will –

- Support individuals to speak for themselves in all matters where my assistance is needed.
- Represent the best interests of people who cannot speak for themselves by finding alternative ways of understanding their needs, including gathering information from others who represent their best interests.
- Advocate for laws, policies, and supports that promote justice and inclusion for people with disabilities and other groups that have been disempowered.
- Promote human, legal, and civil rights of all people and assist others to understand these rights.
- Recognize that those who victimize people with disabilities either criminally or civilly must be held accountable for their actions.
- Find additional advocacy services when those that I provide are not sufficient.
- Consult with people I trust when I am unsure of the appropriate course of action in my advocacy efforts.

Person-Centered Supports

As an IP, my first allegiance is to the person I support; all other activities and functions I perform flow from this allegiance.

Interpretive Statements

As an IP, I will –

- Recognize that each person must direct his or her own life and support and that the unique social network, circumstances, personality, preferences, needs and gifts of each person I support must be the primary guide for the selection, structure, and use of supports for that individual.
- Commit to person-centered supports as best practice.
- Provide advocacy when the needs of the system override those of the individual(s) I support, or when individual preferences, needs, or gifts are neglected for other reasons.
- Honor the personality, preferences, culture, and gifts of people who cannot speak by seeking other ways of understanding them.
- Focus first on the person and understand that my role in direct support requires flexibility, creativity, and commitment.

* In Washington, Direct Support Professionals are called *individual providers* (IP). Some employers may prefer other terms, such as: *employee, personal assistant, or aide*. Be sure to check with your employer about which term is appropriate to use.

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Promoting Physical and Emotional Well-Being

As an IP, I am responsible for supporting the emotional, physical, and personal well-being of the individuals receiving support. I will encourage growth and recognize the autonomy of the individuals receiving support while being attentive and energetic in reducing their risk of harm.

Interpretive Statements

As an IP, I will –

- Develop a relationship with the people I support that is respectful and based on mutual trust and that maintains professional boundaries.
- Assist the individuals I support to understand their options and the possible consequences of these options as they relate to their physical health and emotional well-being.
- Promote and protect the health, safety, and emotional well-being of an individual by assisting the person in preventing illness and avoiding unsafe activities. I will work with the individual and his or her support network to identify areas of risk and to create safeguards specific to these concerns.
- Know and respect the values of the people I support and facilitate their expression of choices related to those values.
- Challenge others, including support team members (for example, doctors, nurses, therapists, co-workers, or family members) to recognize and support the rights of individuals to make informed decisions even when these decisions involve personal risk.

- Be vigilant in identifying, discussing with others, and reporting any situation in which the individuals I support are at risk of abuse, neglect, exploitation, or harm.
- Consistently address challenging behaviors proactively, respectfully, and by avoiding the use of aversive or deprivation intervention techniques. If these techniques are included in an approved support plan I will work diligently to find alternatives and will advocate for the eventual elimination of these techniques from the person's plan.

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Integrity and Responsibility

As an IP, I will support the mission and vitality of my profession to assist people in leading self-directed lives and to foster a spirit of partnership with the people I support, other professionals, and the community.

Interpretive Statements

As an IP, I will –

- Be conscious of my own values and how they influence my professional decisions.
- Maintain competency in my profession through learning and ongoing communication with others.
- Assume responsibility and accountability for my decisions and actions.
- Actively seek advice and guidance on ethical issues from others as needed when making decisions.
- Recognize the importance of modeling valued behaviors to co-workers, persons receiving support, and the community-at-large.
- Practice responsible work habits.

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Confidentiality

As an IP, I will safeguard and respect the confidentiality and privacy of the people I support.

Interpretive Statements

As an IP, I will –

- Seek information directly from those I support regarding their wishes in how, when, and with whom privileged information should be shared.
- Seek out a qualified individual who can help me clarify situations where the correct course of action is not clear.
- Recognize that confidentiality agreements with individuals are subject to state and agency regulations.
- Recognize that confidentiality agreements with individuals should be broken if there is imminent harm to others or to the person I support.

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Justice, Fairness, and Equity

As an IP, I will promote and practice justice, fairness, and equity for the people I support and the community as a whole. I will affirm the human rights, civil rights, and responsibilities of the people I support.

Interpretive Statements

As an IP, I will -

- Help the people I support by using the opportunities and the resources of the community available to everyone.
- Help the individuals I support understand and express their rights and responsibilities.

- Understand the guardianship or other legal representation of individuals I support, and work in partnership with legal representatives to assure that the individual's preferences and interests are honored.

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Respect

As an IP, I will respect the human dignity and uniqueness of the people I support. I will recognize each person I support as valuable and help others understand their value.

Interpretive Statements

As an IP, I will –

- Seek to understand the individuals I support today in the context of their personal history, their social and family networks, and their hopes and dreams for the future.
- Honor the choices and preferences of the people I support.
- Protect the privacy of the people I support.
- Uphold the human rights of the people I support.
- Interact with the people I support in a respectful manner.
- Recognize and respect the cultural context (such as, religion, sexual orientation, ethnicity, socioeconomic class) of the person supported and his or her social network.
- Provide opportunities and supports that help the individuals I support be viewed with respect and as integral members of their communities.

Relationships

As an IP, I will assist the people I support to develop and maintain relationships.

Interpretive Statements

As an IP, I will –

- Advocate for the people I support when they do not have access to opportunities and education to facilitate building and maintaining relationships.
- Assure that people have the opportunity to make informed choices in safely expressing their sexuality.
- Recognize the importance of relationships and proactively facilitate relationships between the people I support, their family, and friends.
- Separate my own personal beliefs and expectations regarding relationships (including sexual relationships) from those desired by the people I support based on their personal preferences. If I am unable to separate my own beliefs /preferences in a given situation, I will actively remove myself from the situation.
- Refrain from expressing negative views, harsh judgments, and stereotyping of people close to the individuals I support.

Self-Determination

As an IP, I will assist the people I support to direct the course of their own lives.

Interpretive Statements

As an IP, I will –

- Work in partnership with others to support individuals leading self-directed lives.
- Honor the individual's right to assume risk in an informed manner.
- Recognize that each individual has potential for lifelong learning and growth.

Appendix B

American Sign Language Manual Alphabet



A B C D E



F G H I



J K L M



N O P Q



R S T U V



W X Y Z

Saying Words with American Sign Language

Excerpted from Vicars American Sign Language Course Introductory Signing Concepts at www.lifeprint.com/concepts.htm



Home

The sign for "home" is made by touching your fingers and thumb together at the mouth. Then move your hand from your mouth to your right cheek.

Work

The sign for "work" is made by shaping both hands into the letter "s." With your palms facing downward, tap your left wrist or the back of your hand a few times with your right wrist.



School

The sign for "school" is made by clapping your hands. Repeat two or three times.

Store

The sign for "store" is made by bending both wrists and pointing both hands down. Pivot both of your hands toward and away from your body. Repeat a few times.



Hungry

The sign for "hungry" is made by forming your right hand into the letter "c." Move your hand down the middle of your chest, starting under your throat. Note: Some people use the sign for "wish," and prefer to start "hungry" from a slightly lower position.

Thank You

The sign for "thank you" is made by touching your lips with one or both of your hands. Your hand(s) should be flat. Move your hand(s) away from your face, palms upward. Smile. Note: Most people use only one hand for this sign.



Sad

The sign for "sad" is made by placing both hands in front of your face, palms in. Bring both of your hands down the length of your face. Tilt your head forward slightly, and make a sad face.



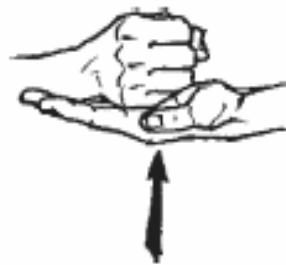
Love

The sign for "love" is made by crossing both hands over your heart. Your hands may be closed or open, but the palms should face toward you.



Help

The sign for "help" is made by closing your right hand. Place your right hand on the outstretched palm of your left hand. Raise both hands. Note: Many people make this sign by placing the left "s" or "a" hand on the right "b" palm.



Bathroom

The sign for "bathroom" is made by forming the right hand into the letter "t." With your palm facing away from you, shake your hand in front of your chest.



RESOURCES

Referral and Workforce Resource Centers (RWRC):

Ferry County: Rural Resources Community Action (509)685-6158

Pend Orielle County: Rural Resources Community Action (509)447-5614

Snohomish County: Sunrise Services (425)347-6726

Spokane County: Aging and Long Term Care of Eastern Washington (509)458-2509

Stevens County: Rural Resources Community Action (509)685-6158

Whitman County: Aging and Long Term Care of Eastern Washington (509)458-2509

All RWRCs can be reached toll free at: 1-800-970-5456

Home Care Quality Authority

1-866-580-HCQA

<http://www.hcqa.wa.gov>

Arc of Washington State

1-888-754-8798

<http://www.arcwa.org>

Department of Social and Health Services, Aging and Disability Services Administration

1-800-422-3263

<http://www1.dshs.wa.gov/>

Developmental Disability Council, Washington State

1-800-634-4473

<http://www.ddc.wa.gov/>

National Alliance for Caregiving

<http://www.caregiving.org/>

National Association of Direct Support Professionals

<http://www.nadsp.org/>

National Family Caregiver's Association

1-800-896-3650

<http://www.nfcacares.org/>

Parent to Parent – Washington State

1-800-821-5927

http://www.arcwa.org/parent_to_parent.htm

Senior Services

<http://www.seniorservices.org/>