

ADMINISTRATIVE POLICY

- 1 OPTIONS will conform to all legal and corporate requirements governing the organization's activities. The following policy has been developed to meet these requirements:
- 2 Legal documents pertaining to the organization will be maintained. These documents include, but are not limited to: Articles of Incorporation, Bylaws, IRS status as a not-for-profit corporation, fiscal records, employee records, licenses, individual professional licenses, records of persons served, and attendance records. Records will be kept current and accurate, reflecting any changes or recent decisions.
- 3 A written code of ethics will be maintained and followed by all persons associated with OPTIONS.
- 4 Persons receiving services and employee records will be kept confidential.
 - 4.1 Persons can review their files during regular business hours. A staff person will be present when a person receiving services reviews his or her file, and the Director of Personnel or CEO will be present when an employee reviews his or her file.
 - 4.2 Anytime information is released, an appropriate release of information will be signed by the subject of such information.
 - 4.3 Any information which is sent by facsimile machine will conform to legal requirements for such transmission as they relate to confidentiality.
- 5 All OPTIONS employees will be familiar with the concept of informed consent. No treatment procedures will occur without the informed consent of the person receiving treatment. If the treatment procedure is of an ongoing or otherwise significant nature, then the informed consent will be in writing. At no time will persons receiving services be required to conform to any type of treatment against their will.
- 6 All accounting records will be guided by generally accepted accounting practices. All fiscal records will accurately reflect OPTIONS' operations and will be available for review at all times by appropriate bodies which have the legal authority to review such records.
- 7 Policies and procedures for the handling of funds of persons receiving services, including a written accounting policy for all expenditures of personal and

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- incidental (P & I) funds, will be maintained. No P & I funds will be spent without the express permission of individual who controls the funds.
- 8 Fraud regarding record keeping will not be tolerated. If a person thinks that someone representing OPTIONS is committing a fraudulent act, he or she should immediately report the matter to the CEO. If the persons believes the CEO is involved with the fraudulent act, he or she should report the matter to a member of the OPTIONS board. No reprisal will take place for the person making the accusation. Any investigation will follow the OPTIONS grievance procedure, Policy #100.1.5.
 - 9 OPTIONS seeks to reduce waste of all sort. If an employee feels that a particular practice is resulting in waste it should be reported to their supervisor. No reprisal will take place for the person making the report. Any investigation will follow the OPTIONS grievance procedure, Policy #100.1.5.
 - 10 OPTIONS will disclose its tax-exempt status to any person who makes a contribution to OPTIONS, whether it is in the form of a cash donation, a material item with cash value, or a gift in kind. Records will be kept of all donations.
 - 11 OPTIONS will maintain a risk management program. This program will consist of insurance policies including, but not limited to: property and fire insurance, liability insurance, directors and officers insurance, worker's compensation insurance, unemployment insurance, disability insurance, and vehicle insurance.
 - 12 OPTIONS, in accordance with federal and state laws, hereby declares that:
 - 12.1 No person served by, employed by, or otherwise associated with the OPTIONS will, solely on the basis of race, color, national origin, religion, sex, age, and/or disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity that is funded directly by OPTIONS or receives any financial assistance from OPTIONS.
 - 12.2 Each OPTIONS employee will incorporate the concept of equal employment opportunity and equality in the delivery of health care services in all work activities, and will be held accountable for implementation of programs and activities pursuant to this policy.
 - 13 OPTIONS will maintain all records in accordance with the following schedule

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unless legal requirements dictate a longer period of time:

- 13.1 Records of persons receiving services: 12 months from the date a person is discharged from a OPTIONS program and administrative records will be transferred to archival storage 12 months after the end of each fiscal year. Files will be kept for a period of seven years following discharge from a OPTIONS program
 - 13.2 Service specific records, such as staff schedules, menus, activities, etc, shall be kept for one year.
 - 13.3 Administrative records of meetings and contacts will be kept for a period of five years following the close of each fiscal year.
 - 13.4 Fiscal records will be kept for a period of seven years following the close of each fiscal year.
14. No individual or organization will be allowed to view any record maintained by OPTIONS without proper authorization and/or signed release statements from the person whose information is contained in the record, or from that person's authorized representative.

Adopted: March 2005
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