

ADMINISTRATIVE POLICY

- 1 Program or service specific, administrative information will be posted in a prominent place at each OPTIONS location. All posted information will be visible to the public. The following information will be posted at all OPTIONS programs:
 - 1.1 Name of the current Chief Executive Officer.
 - 1.2 Listing of all services and special programs provided on OPTIONS
 - 1.3 All licenses and accreditations applicable to individual programs and services operated by OPTIONS.
- 2 Programs/Services
 - 2.1 Residential programs will post current and subsequent week's menus for regular and therapeutic diets. Regular diets and the notice "Therapeutic Diets available upon request" will be posted near other public information.
 - 2.2 Notice that OPTIONS written admission and discharge policies, admission agreement and theft and loss policies is available on the OPTIONS website.
 - 2.3 Notice of the right to request inspection, right to remain anonymous, and the prohibition against retaliation is available on the OPTIONS website.
 - 2.4 Notice regarding OPTIONS grievance, complaint and non-discrimination policies and procedures is available on the OPTIONS website and contained in the supported person's handbook.
 - 2.5 When licensed by Department of Public Health (DPH) most recent licensing visit report, supported by related follow-up visit reports, posted so that each page may be viewed.
 - 2.6 When licensed by Department of Public Health (DPH) Notice of the name, address and telephone number of the District Office of Licensing and Certification Division having jurisdiction over the facility (may be stamped on license).
 - 2.7 The telephone numbers of one or more emergency physicians that may be contacted in the event of an emergency.
 - 2.8 Infection Control policies and procedures and the name, address and phone number of the local health officer will be included in the Safety Manual at each Residential Program location.

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2.9 Rights as required by Sec. 4503 (W&I Code) and Sec. 50520 Title 17 (Adm. Code) will be posted.

1 Written admission and discharge policies are available on the OPTIONS website.

PROGRAM POLICY DATE: February 1996

REVISED: April 2004

Revised: August 2007

Revised: January 2011