

ADMINISTRATIVE POLICY

- 1 Upon a person 's admission to an OPTIONS program, the and/or Program Manager will assign a Community Support Specialist to review the program's Systematic Orientation for New Supported Persons. The orientation form will include, but not be limited to, the following information:
 - 1.1 OPTIONS service philosophy and description of the supported person 's programs
 - 1.2 Emergency procedures
 - 1.3 Activity and program schedules
 - 1.4 Medication policy
 - 1.5 Records of supported person
 - 1.6 Rights and responsibilities
 - 1.7 Grievance procedure
- 2 All supported person orientation sessions will be conducted in a manner that ensures the supported person 's understanding of the information contained therein. The Systematic Orientation for New Supported Persons will be signed and dated by both the supported person and the staff member conducting the orientation. These signatures will indicate that all orientation information has been comprehensively reviewed and that the supported person understands all aspects of the information.
- 3 The Systematic Orientation for New Supported Persons will begin on the first day of the new supported person's participation in his/her program/s or services. The orientation form will be reviewed, signed and returned to the or Program Manager no later than the third day following the supported person 's admission to the program.

POLICY DATE: February 1996

REVISED: April 2004

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