

ADMINISTRATIVE POLICY

- 1 It is the policy of OPTIONS to provide services and/or take other action only when an informed, signed consent form is on file in the supported person's record. Informed consent policy will apply to the parent(s), legal guardian(s) or conservator in cases where the person is a minor or unable to give informed consent because of guardianship or conservatorship. The following steps will be utilized to protect persons from receiving unwanted treatment or services:
 - 1.1 An Individual Service Plan (ISP) will be developed for all persons receiving services from OPTIONS. Each person will participate in the development of his/her plan through the completion of the Person-Centered Plan. Before the ISP is formally adopted, the supported person will sign that he/she acknowledges and agrees with the plan. If the client person is unable to sign the ISP, the parent(s), legal guardian(s) or conservator will sign for him/her.
 - 1.2 Before any medical treatment, use of behavior management program, use of psychotropic medication, use of anti-convulsant medication, or participation in a school or work program is either provided, prescribed or facilitated by OPTIONS, appropriate notification and signed acknowledgment will be secured from the supported person or his/her parent(s), guardian(s) or conservator.
 - 1.3 Services and treatment will be described to the supported person, his/her parent(s), guardian(s), or conservator in a language and manner that can be easily understood by all parties concerned.
 - 1.4 No information will be sought by OPTIONS or provided by OPTIONS to other persons or organizations without first acquiring appropriate signed consents for release of information from the supported person, his/her parent(s), guardian(s), or conservator.

POLICY DATE: February 1996
REVISED: April 2004
REVISED: August 2007