

ADMINISTRATIVE POLICY

- 1 Upon admission to an OPTIONS program, the Program Manager or designee will review the program's Systematic Orientation for Persons Served with the person served. The orientation 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 orientation sessions with a person served will be conducted in a manner that ensures understanding of the information provided. The Systematic Orientation for New Persons will be signed and dated by both the person served and the staff member conducting the orientation. These signatures will indicate that all orientation information has been comprehensively reviewed and that the person served understands the information.
- 3 The Systematic Orientation for New Persons will begin on the day the person served is admitted to his/her program or services. The orientation will be reviewed, signed and returned to the Program Manager within one week of admission to the program.

POLICY DATE: February 1996
REVISED: April 2004
REVISED: August 2007
REVISED: May 2012
REVISED: September 2014
REVISED: July 2015
REVIEWED: September 2016
REVIEWED: October 2017
REVIEWED: October 2018
REVIEWED: November 2019
REVIEWED: November 2020