

## BOARD POLICY

- 1 OPTIONS will conform to all legal and corporate requirements governing the organization's activities. The Chief Executive Officer (CEO) shall serve as the primary point of contact for monitoring matters pertaining to this policy and reporting any compromise or issue pertaining to this policy.
- 2 Legal documents pertaining to the organization will be maintained and retained per regulations. See policy # 200.1.21 Record Retention. These documents include, but are not limited to: Articles of Incorporation, Bylaws, IRS status as a not-for-profit corporation, insurance policies, 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 (see policy #100.1.4)
- 4 Persons receiving services and employee records will be kept confidential.
  - 4.1 Any person with a confidential file maintained by OPTIONS may review his/her file during regular business hours. A staff person will be present when a person receiving services reviews his or her file, and the Human Resources Director, CEO or appointed designee will be present when an employee reviews his or her file.
  - 4.2 Any time information is released, an appropriate release of information will be signed by the person reviewing such information.
  - 4.3 Any information sent by facsimile machine, e-mail or other means of electronic communications, will conform to state HIPAA 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.

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- 7 Policies and procedures for the handling of funds of persons receiving services, including a written accounting policy for all expenditures of personal and incidental (P & I) funds, will be maintained. No P & I funds will be spent without the permission of the 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 person 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 his/her 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. Additionally, OPTIONS will maintain a risk management plan to address overall potential risks and potential solutions.
- 12 OPTIONS, in accordance with federal and state laws, hereby declares that:
  - 12.1 No person served by, employed by, or otherwise associated with 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: Records 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.
  - 15 Any complaints or potential violations of the corporate compliance policy will be investigated by following the OPTIONS' Grievance Procedure which outlines time lines for investigations. If a person reports a potential breach of this policy, no reprisal will take place. See policy 100.1.5.

Adopted: March 2005  
Revised: August 2007  
January 2008  
6-07-2011  
9-13-11  
2-4-14  
8-11-14  
3-11-15  
Reviewed: 12-9-15  
Reviewed: 4-12-16  
Reviewed: 5-9-17  
10-22-18  
11-11-19