

## ADMINISTRATIVE POLICY

### 1 Programs/Services

- 1.1 Residential programs will post current menus for regular and therapeutic diets.
- 1.2 All of OPTIONS policies are available on the OPTIONS website at [www.optionsfs.org](http://www.optionsfs.org).
- 1.3 OPTIONS grievance, complaint, and non-discrimination policies and procedures are available on the OPTIONS website and contained in the person served handbook.
- 1.4 All programs licensed by the California Department of Public Health (CDPH) will have the most recent licensing visit report, supported by related follow-up visit reports, posted at each program site.
- 1.5 Programs licensed by the California Department of Public Health (CDPH) will have 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) posted.
- 1.6 The telephone numbers of one or more emergency physicians that may be contacted in the event of an emergency will be posted in the staff office at each licensed program.
- 1.7 Infection Control and poison 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.
- 1.8 Rights as required by Sec. 4503 (W&I Code) and Sec. 50520 Title 17 (Adm. Code) will be posted.
- 1.9 An emergency contact list (disaster tree) with administrative phone numbers will be posted in the staff office at each licensed program.
- 1.10 The phone number of the on-call supervisor/manager and administrative on-call back up staff will be posted in the office at each program site.

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

PROGRAM POLICY DATE: February 1996

REVISED: April 2004, August 200, January 2011, July 2015, September 2016

## **ADMINISTRATIVE POLICY**

Location of Vital Information

Policy No. 200.4.1

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