

## ADMINISTRATIVE POLICY

- 1 It is the intent of all OPTIONS programs to maintain compliance with applicable federal, state, and local laws and regulations. OPTIONS also commits to maintaining appropriate CARF accreditation. This will be evidenced by:
  - 1.1 Employment of qualified staff who are committed to providing quality, person-centered services and are licensed or registered in accordance with applicable laws.
  - 1.2 Substantial compliance with all standards, licensing and certification requirements.
  - 1.3 Compliance with personal rights protection, infection control, communicable and reportable diseases requirements and other applicable health requirements.
  - 1.4 Approval of program plans by appropriate state agencies, such as the Department of Developmental Services, Department of Public Health Licensing Division, Department of Rehabilitation, Community Care Licensing, and the Department of Social Services.
- 2 Fire clearances for facilities operated by OPTIONS will be current at all times and will be evidenced by a copy of the fire clearance on file at each site.
  - 2.1 OPTIONS facilities will conform to all regulations related to fire prevention and protection of the life of OPTIONS' persons served, employees and others, and to the prevention of property damage. This will be evidenced by documentation of fire drills, in-service instruction, persons served and employee orientation procedures and adoption of fire prevention policies and procedures.

POLICY DATE: February 1996  
REVISED: February 2004, August 2007, May 2012  
REVIEWED: February 2014, September 2015, September 2016, October 2017, October 2018  
REVIEWED: November 2019, November 2020  
REVISED: January 2022, February 2023  
REVIEWED: March 2024