

## **DECEMBER 2008**

### **FOCUSED REVIEW AREA**

The focused area of review for December is to send a quarterly report to the Board and to review the policies and procedures manual. The quarterly report will be forwarded to the board upon completion. The agency's policies and procedures manual is reviewed in a continuous manner, using updates from outside sources such as ODMH and CARF in addition to general reviews to compare current practices to written procedures and other best practice resources that the agency is made aware.