

DECEMBER 2009

FOCUSED REVIEW AREA

The focused area of review for December is to review the agency's policy and procedure manual. The agency's policy and procedure manual is updated on an as need basis, using updates from the Ohio Department of Mental Health, CARF, and best practices updates for nonprofits and general business publications and websites.

During the past year, the agency updated, clarified, and reorganized the personal procedures related to employee discipline. The changes resulted in a more clearly defined progressive discipline procedure.

The agency added a policy and procedure on identity theft prevention in order to comply with state and federal regulations.

The agency added a policy and procedure for the photography, audio and video recording of clients. The agency implemented this in order to comply with the education requirements of some of the agency's clinical interns.