

Information Package

Purpose *To provide information to families and people inquiring about, or receiving the services of ASC.*

Policy Statement *Each program area will have an Information Package that may include, but is not limited to:*

- *Our Vision, Mission, and Principles*
- *Information about the specific program*
- *Rights*
- *Addressing Concerns*
- *Mistreatment and Abuse Prevention and Response*

This Information Package will be available to all persons and families inquiring about services.

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|------------------|---|---|----------|-----|-----------|-------|----------|
| Binder(s): | Adult Services, Family Support Services | | | | | Page: | 1 of 1 |
| Section(s): | Entry/Exit | A | 01-11-15 | R/R | Oct 13/04 | R/R | Mar 6/08 |
| Program Area(s): | Adult Disability, FSS Disability | R | Nov 5/15 | R/R | Apr 26/18 | | |

Information Package

1. The Administration team is responsible to maintain an adequate supply of the Information Packages for all services.
2. All information will be reviewed annually, and updated as necessary, by an ASC review committee.
3. All changes to the Information Packages will be forwarded to the Administration team for updating the packages.

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| Binder(s): | Adult Services, Family Support Services | | | | | Page: | 1 of 1 |
| Section(s): | Entry/Exit | R/R | 01-11-15 | R/R | Oct. 13, 2004 | R/R | Mar 6/08 |
| Program Area(s): | Adult Disability, Family Support Disability | R/R | Sept 24/12 | R | Nov 5/15 | R/R | Apr 18/18 |