

## 300 Policy and Procedure Manual

Rule Requirement	Y-N-N/A	Comments
A policy and procedure manual must be developed by the residential habilitation agency for effectively implementing its objectives. It must be approved by the governing authority. Policies and procedures must be reviewed annually and revised as necessary. The manual must, at a minimum, include policies and procedures reflecting the following: (3-20-04)		
01. Scope of Services and Area Served. Scope of services offered and geographic area served. (7-1-95)		
02. Acceptance Standards. Standards for acceptance of participants. (3-20-04)		
03. Records Standards. Standards for clinical records maintained. (7-1-95)		
04. Required Services. Procedures that must be performed by each service. (7-1-95)		
05. Participant Safety. Participant safety assessment procedures. (3-20-04)		
06. Emergency Care. Emergency care measures and crisis and emergency planning. (7-1-95)		
07. Administrative Records. Administrative records to be maintained. (7-1-95)		
08. Personnel. Personnel qualifications, responsibilities, and job description. (7-1-95)		
09. Participant Rights. Personal, civil, and human rights and dissemination of participant rights policies. (3-20-04)		