**Policy and Procedures**

**Program Name: click here to enter program name**

1. **Policy**

It is the policy of the DHS licensed provider (center) to develop program policies and procedures necessary to maintain compliance with licensing requirements under Minnesota Statutes and Minnesota Rules. The license holder shall:

1. provide training to program staff related to their duties in implementing the program's policies and procedures developed under paragraph (a);
2. document the provision of this training; and
3. monitor implementation of policies and procedures by program staff.
4. **Table of Contents**

The license holder shall keep program policies and procedures readily accessible to staff and index the policies and procedures with a table of contents or another method approved by the commissioner.

1. Policy and Program Information Requirements
   1. Scope of the programs, services, and care offered by the center
   2. Description of the population to be served by the center
   3. Description of individual conditions which the center is not prepared to accept
   4. Participant’s rights developed in accordance with part 9555.9670
      1. Procedure for presenting grievances
      2. A copy or written summary of Minnesota Statutes, section 626.557, the Vulnerable Adults Act
   5. Policy on and arrangements for providing transportation
   6. Policy on providing meals and snacks
   7. Fees, billing arrangements, and plans for payment
   8. Policy governing the presence of pets in the center
   9. Policy on smoking in the center
   10. Types of insurance carried by the center
   11. Statement of the center’s compliance with Minnesota Statutes, section 626.557, and rules adopted under that section
   12. Statement that center admission and cmployment practices and policies comply with Minnesota Statutes, chapter 363, the Minnesota Human Rights Act
   13. Terms and conditions of the center’s licensure by the department, including a description of the population the center is licensed to serve under part 9555.9730
   14. Telephone number of the department’s licensing division
2. Participant’s Rights
3. Participant’s Right to Contest Policy
4. Medical Emergencies Policy
5. Emergencies Caused by Fire and Weather Policy
6. Health Services Policy
7. Program Drug and Alcohol Policy
8. Grievance Policy
9. Policy for Reporting Death in the Program
   1. Death Report Fax Transmission Cover Sheet
   2. Death Report Form
10. Program Abuse Prevention Plan
11. Maltreatment of Vulnerable Adults
12. Policy on Alzheimer’s Disease or Related Disorders