

Policy No. 9  
Replaces Policy No. 9

Revised: 06-01-21  
Issued: 09-26-97

SUBJECT: Legal Requirements

PURPOSE: To establish a policy for a standard operating procedure for the organization.

PRINCIPAL: To assure conformance with legal requirements and regulations of all governmental authorities under which we operate.

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- A. Woodhaven's mission, values and principal statements are consistent with the organization's purpose as listed in legal documents.
- B. Each person supported has a confidential record with all pertinent information that is kept in the administration building at a central location. Working records are kept where the services are provided for documentation purposes.
- C. The Person Supported Handbook and Procedure No. 2-6-2 addresses access to records. This procedure is reviewed and revised as necessary or on an annual basis by program staff. Consumers, guardians and staff are informed of policies to access records at the time of orientation.
- D. Staff members obtain informed consent for services and supports annually and as needed. Some of the responsibilities in obtaining informed consent for services are carried out by the casemanager of the Department of Mental Health under the Provider Choice Agreement.
- E. Any access to confidential information is governed by Woodhaven policies and procedures and requires informed consent by the person supported or his/her legal guardian.
- F. The safe administration, handling and storage of medications is ensured through Woodhaven's Procedure No. 2-2-7. All appropriate staff are trained regarding the procedures outlined in the policy.
- G. Woodhaven policies govern the safety and legal requirements for provision of transportation.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Directors President