

PROCEDURE NO. 2-6-40

ISSUED: 01/06/26

REVISED: N/A

REVIEWED: N/A

SUBJECT: Residential Services Emergency Contact

PURPOSE: To assure Central MO Regional Office is able to contact agency after hours for emergencies.

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The Director of Residential Services will provide the CMRO Vendor Service Coordinator assigned to Woodhaven his/her after-hours contact information to be used in emergency situations. The Director of Residential will be the designee to receive these calls from CMRO and will forward the calls to another agency director in his/her absence. Woodhaven will annually review that CMRO has the most current contact information.

Approved by: _____

Director of Residential & Community Services

Date: _____