

## ADMINISTRATIVE POLICY

- 1 Upon admission to an OPTIONS program, the Program Manager or designee will review the program's Systematic Orientation for Persons Served with the person served. The orientation will include, but not be limited to, the following information:
  - 1.1 OPTIONS service philosophy and description of the person's served programs
  - 1.2 Emergency procedures
  - 1.3 Activity and program schedules
  - 1.4 Medication policy
  - 1.5 Records of person's served
  - 1.6 Rights and responsibilities
  - 1.7 Grievance procedure
- 2 All orientation sessions with a person served will be conducted in a manner that ensures understanding of the information provided. The Systematic Orientation for person's served will be signed and dated by both the person served and the staff member conducting the orientation. These signatures will indicate that all orientation information has been comprehensively reviewed and that the person served understands the information.
- 3 The Systematic Orientation for person's served will begin on the day the person served is admitted to their program or services. The orientation will be reviewed, signed and returned to the Program Manager within one week of admission to the program.

POLICY DATE: February 1996  
REVISED: April 2004, August 2007, May 2012, September 2014, July 2015  
REVIEWED: September 2016, October 2017, October 2018, November 2019  
REVIEWED: November 2020  
REVISED: March 2022  
REVIEWED: March 2023