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651-686-0405

204 Mississippi Ave.
Red Wing, MN 55066
651-388-7108

224 Main Street
Zumbrota, MN 55992
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1202 Beaudry Blvd
Hudson, WI 54016
715-410-4216

792 Canterbury Rd S, Ste 132
Shakopee, MN 55379
952-403-7979

Reviewed 02/06/2018
Revised 03/20/2014

Notifications Required for Revised Policies and Procedures

I-100

POLICY:

It is ProAct's policy to develop, review and update policies and procedures that pertain to the rights of individuals served by ProAct and the responsibilities of staff members to protect and uphold those rights. Further, it is ProAct's policy to inform individuals served or their legal representatives of the written policies and procedures upon service initiation. Copies of all other policies and procedures must be available to individuals served or their legal representatives, case managers, the county where services are located, and the commissioner upon request.

PROCEDURE:

ProAct must provide all individuals served or their legal representatives and case managers a copy of the revised policies and procedures and explanation of the revisions that affect individuals served service-related or protection-related rights under section 245B.04 or section 245D.04 and maltreatment reporting policies and procedures.

Unless there is reasonable cause, ProAct must provide this notice at least 30 days before implementing the revised policy and procedure. ProAct must document the reason for not providing the notice at least 30 days before implementing the revisions.

ProAct must annually notify all individuals served or their legal representatives and case managers of any revised policies and procedures, other than as described above.

Upon request, ProAct must provide the individuals served or the legal representative and case manager copies of the revised policies and procedures.

Before implementing revisions to policies and procedures covered under this policy, ProAct must inform all employees of the revisions and provide training on implementation of the revised policies and procedures, and

Document and maintain relevant information related to the policies and procedures covered under this policy.

Revised policies and procedures will be available for review on ProAct's website: www.proactinc.org. Copies will be available upon request.

Copies of all policies and procedures covered under this policy will be available annually or upon request.