

406-P-4 Notification Required for Revised Policies & Procedure

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Purpose:

To set guidelines notifying participants and teams when policies are revised.

Scope:

All ProAct staff as well as participants and their legal representative and case managers.

Procedure:

ProAct must provide all participants or their legal representatives and case managers a copy of the revised policies and explanation of the revisions that affect participants 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. ProAct must document the reason for not providing the notice at least 30 days before implementing the revisions.

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

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

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

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

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

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