

OLDIE BUT GOODY!

Gowanny was straight employee
plus fax machine used was
from STRAIGHT...

Pathway Family Center
Plum Hollow Office Park
22180 W. 9 Mile Road
Southfield, MI. 48034

(313) 356-0373

Fax (313) 356-2524

DATE 7-8-93

FROM Helen Gowanny

TO Kathryn Cieszynski

SUBJECT OSTS Licensing Documentation
Policies & Procedures re. Pathway
Family
Center

PAGES, INCLUDING THIS COVERSHEET. 17

***** HAVE A NICE DAY *****

PATHWAY FAMILY CENTER

POLICY: Confidentiality Policies and Procedures

POLICY #: _____

SECTION: _____

EFFECTIVE DATE: 7-1-93

APPROVED BY: H. G. [Signature]
Administrator

REVISION DATE: _____

POLICY STATEMENT: It is the policy of this program to insure compliance with the 1987 Federal Regulations governing the confidentiality of alcohol and drug abuse client records.

RESPONSIBILITY

PROCEDURE

Counselor

1. Written consent to be obtained by both the client and by the client's parent/guardian at time of admission to facilitate proper disclosure of client information in the following areas:
 - a. School/educational records
 - b. Previous treatment records
 - c. Insurance reimbursement for treatment costs
 - d. Family and collateral agreement
 - e. Court/probation officer contact
 - f. Local police notification

2. Client records shall be kept in an enclosed office behind a locked door. Clients/parents shall not have free access to this office or the records contained therein. Only counselors and administrative staff shall have keys to this office.

3. Clients and parents shall not have access to reviewing their clinical file except as authorized by the program administrator.

4. All staff employed by Pathway Family Center shall

PATHWAY FAMILY CENTER

POLICY NO. _____
 SECTION: _____
 APPROVED BY: *H. G. [Signature]*
 Administrator
 POLICY DATE: 7.1.93
 REVISION DATE: _____

POLICY STATEMENT: Pathway Family Center shall furnish to the office all required regular and special reports necessary to implement Michigan Public Act 368 of 1978 and promulgated rules.

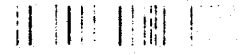
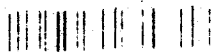
PATHWAY FAMILY CENTER

POLICY: Operating Manual

POLICY #:

SECTION

EFFECTIVE DATE 7-1-93



Policy statement: Pathway shall have an operating procedures manual which shall clearly reflect program activities and be reviewed for updating annually by the program administrator.

RESPONSIBILITY

PROCEDURE

Administrator

Operating Manual shall be reviewed annually and updated as needed, especially with regard to the following, which shall be part of the manual:

- a. Intake procedure
- b. Admission criteria
- c. Discharge and termination criteria
- d. Confidentiality procedures
- e. Follow-up procedure after termination
- f. Organizational structure
- g. Incorporated status in the state of Michigan
- h. Recipient rights procedures

PATHWAY FAMILY CENTER

POLICY: Hours of Operation

POLICY #: _____

SECTION: _____

EFFECTIVE DATE: 7-1-93

APPROVED BY: H. Gentry M.Ed.
Administrator

REVISION DATE: _____

POLICY STATEMENT: Pathway Family Center shall post its hours of operation to be readily visible and legible from the outside of the facility.

RESPONSIBILITY

PROCEDURE

Administrator

Design reflecting Pathway Family Center's hours of operation shall be posted on the exterior of the facility.

MONDAY	9:00 a.m.	5:00 p.m.
TUESDAY	9:00 a.m.	5:00 p.m.
WEDNESDAY	9:00 a.m.	5:00 p.m.
THURSDAY	9:00 a.m.	5:00 p.m.
FRIDAY	9:00 a.m.	5:00 p.m.
SATURDAY	CLOSED	
SUNDAY	CLOSED	