

449.154886 Policies and procedures

A peer support recovery organization shall maintain written policies and procedures concerning the qualifications, responsibilities and conditions of employment or being retained as a volunteer for each person who provides peer support services and other members of the staff of the peer support recovery organization. The written policies and procedures must be reviewed and revised as needed. The written policies and procedures must be made available to the persons who provide peer support services and other members of the staff of the peer support recovery organization upon hire and whenever revisions are made to those policies and procedures. At a minimum, the policies and procedures must:

1.

Provide descriptions of the duties and responsibilities of persons who provide peer support services;

2.

Provide descriptions of any activities that persons who provide peer support services are prohibited from engaging in, including, without limitation: (a) Loaning, borrowing or accepting gifts of money or personal items from a client; (b) Accepting or retaining money or gratuities from a client, other than money needed for the purchase of groceries or medication for the client; and (c) Becoming the legal guardian of a client or being named as an attorney-in-fact in a power of attorney executed by the client;

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(c)

Becoming the legal guardian of a client or being named as an attorney-in-fact in a power of attorney executed by the client;

3.

Set forth the rights of clients;

4.

Set forth any requirements relating to ethics governing persons who provide peer support services and other members of the staff of the peer support recovery organization, including, without limitation, any requirements concerning the confidentiality of client information;

5.

Provide a description of the peer support services that are provided by the peer support recovery organization to clients which must include, without limitation, informal counseling, social support and advocacy;

6.

Provide a description of the manner in which the peer support recovery organization assigns persons who provide peer support services to provide the peer support services to clients and any supervision of those services that will be provided by the peer support recovery organization;

7.

Provide for documentation of the needs of each client and the peer support

services that are provided to the client;

8.

Set forth the emergency responses of the peer support recovery organization to both medical and nonmedical situations;

9.

Set forth the roles of the peer support recovery organization and any coordination that the peer support recovery organization will provide with services provided by other community service agencies;

10.

Provide for periodic evaluations of the performance of the persons who provide peer support services and other members of the staff of the peer support recovery organization;

11.

Provide for the maintenance of current personnel records which confirm that the policies and procedures are being followed; and

12.

Set forth any other specific information that is necessary based on the needs of any special populations served by the peer support recovery organization.