

**9530.6455 PROVIDER POLICIES AND PROCEDURES.**

License holders must develop a written policy and procedures manual indexed according to Minnesota Statutes, section 245A.04, subdivision 14, paragraph (c), so that staff may have immediate access to all policies and procedures and so that consumers of the services and other authorized parties may have access to all policies and procedures. The manual must contain the following materials:

- A. assessment and treatment planning policies, which include screening for mental health concerns, and the inclusion of treatment objectives related to identified mental health concerns in the client's treatment plan;
- B. policies and procedures regarding HIV that comply with Minnesota Statutes, section 245A.19;
- C. the methods and resources used by the license holder to provide information on tuberculosis and tuberculosis screening to all clients and to report known cases of tuberculosis infection according to Minnesota Statutes, section 144.4804;
- D. personnel policies that comply with part 9530.6460;
- E. policies and procedures that protect client rights as required under part 9530.6470;
- F. a medical services plan that complies with part 9530.6435;
- G. emergency procedures that comply with part 9530.6475;
- H. policies and procedures for maintaining client records under part 9530.6440;
- I. procedures for reporting the maltreatment of minors under Minnesota Statutes, section 626.556, and vulnerable adults under Minnesota Statutes, sections 245A.65, 626.557, and 626.5572;
- J. a description of treatment services including the amount and type of client services provided;
- K. the methods used to achieve desired client outcomes; and
- L. the hours of operation and target population served.

**Statutory Authority:** *MS s 241.021; 245A.03; 245A.09; 254A.03; 254B.03; 254B.04*

**History:** *29 SR 129; 32 SR 2268*

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