

**9555.9640 POLICY AND PROGRAM INFORMATION REQUIREMENTS.**

A center shall have available for review and shall distribute to participants and their caregivers upon admission written information about the points in items A to N:

- A. the scope of the programs, services, and care offered by the center;
- B. a description of the population to be served by the center;
- C. a description of individual conditions which the center is not prepared to accept, such as a communicable disease requiring isolation, a history of violence to self or others, unmanageable incontinence or uncontrollable wandering;
- D. the participants' rights developed in accordance with part 9555.9670 and additionally:
  - (1) a procedure for presenting grievances, including the name, address, and telephone number of the licensing division of the department, to which a participant or participant's caregiver may submit an oral or written complaint;
  - (2) a copy or written summary of Minnesota Statutes, section 626.557, the Vulnerable Adults Act;
- E. the center's policy on and arrangements for providing transportation;
- F. the center's policy on providing meals and snacks;
- G. the center's fees, billing arrangements, and plans for payment;
- H. the center's policy governing the presence of pets in the center;
- I. the center's policy on smoking in the center;
- J. types of insurance coverage carried by the center;
- K. a statement of the center's compliance with Minnesota Statutes, section 626.557, and rules adopted under that section;
- L. a statement that center admission and employment practices and policies comply with Minnesota Statutes, chapter 363, the Minnesota Human Rights Act;
- M. the terms and conditions of the center's licensure by the department, including a description of the population the center is licensed to serve under part 9555.9730; and
- N. the telephone number of the department's licensing division.

The information in items A to N must be provided in writing to the commissioner upon request and must be available for inspection by the commissioner at the center.

**Statutory Authority:** *MS s 245A.09*

**History:** *11 SR 2165*

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