


| Catholic Charities Disabilities Services | |
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| Agency Standard and Procedure | |
| Standard Category | Quality Assurance |
| Standard Title | Individual Protections |
| Regulations | 14NYCRR 633 |
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| Approved by: Paula Jubic, Executive Director |  |

Standard:

Catholic Charities Disabilities Services (CCDS) places great importance on enhancing the lives and welfare of the individuals it serves. Therefore, the agency has developed a number of standards, policies and procedures to ensure that these individuals are kept safe and free from exploitation.

Procedure:

In compliance with law and regulation, CCDS will maintain standards and procedures in the following areas:

- Rights and responsibilities of individuals served, including but not limited to the protection of civil and legal rights, protection from discrimination, confidentiality, grievance process and limitations of rights.
- Supervision of staff;
- Conduct of staff while functioning in a work related capacity;
- Training of staff including human growth and development, characteristics of individuals served, abuse prevention, incident reporting, safety and security procedures, and universal precautions;
- Incident Management;
- Provision of services;
- Consent for services, medical treatment, withdrawal of life sustaining treatment, sexual activity, research and the establishment of a health care proxy;
- Management of personal funds;
- Management and administration of medication in residential programs; and,
- Background checks of prospective employees.

Standard: *Individual Protections 2012.03.23*