

THE COUNSELING SOURCE, INC.
POLICY AND PROCEDURE

TITLE: Policy Review and Update

PURPOSE: To ensure that all company policies and procedures are reviewed on an annual basis and that all changes/revisions are reviewed with all employees.

POLICY: The Executive Director will review all company policies and procedures on an annual basis and will make changes as needed to meet the needs of clients served and any regulatory agency or accrediting body requirements.

PROCEDURE:

The Executive Director and his designees will review and revise, as indicated, all agency policies and procedures on an annual basis. All policy updates will be reviewed in ongoing staff training or in written correspondence with the employees based on the complexity of the policy revision.

REFERENCED STANDARDS AND REGULATIONS:

CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 5/7/2006

REVIEWED: February 2018

David F. Turner, Executive Director

Date