

CVS POLICY & PROCEDURE MANUAL

Policy Area: Policies - General

Policy # & Name: 3.6 Inter-Agency Communication & Cooperation

Group: All Staff, Volunteers

Purpose:

To ensure CVS has procedures in place that foster inter-agency cooperation and communication.

Policy Statement:

CVS believes that inter-agency communications and cooperation is essential to support the people we serve in the best possible way. All persons working with individuals we serve follow the inter-agency communication procedures as described in this policy.

Policy Requirements:

CoCommunity Ventures Society adopts the following procedures to ensure productive inter-agency communication:

- ? Information will be shared from CVS staff to other invested service delivery agencies, provided the client / family has consented to release of information in the following circumstances:
 - o All major injuries;
 - o All minor injuries;
 - o Any problems or concerns regarding person's interactions with staff;
 - o person's interactions with other program participants;
 - o person's interactions with other community members;
 - o All incidents of an aggressive or violent nature;
 - o Information that might be useful to help a staff person understand or interpret the individual's mood;
 - o Incorrect administration of medications that may result in mood changes;
 - o Changes in medications or dosage that may result in mood changes;
 - o Changes in the daily routine that may affect the individual;
 - o Promises, commitments, future plans, or other relevant information that has been given to the individual;
 - o Antecedents and consequences of incident, if appropriate.
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Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Executive Director

References: ✍ SDA 5.9.A - Consent for Exchange of Information Form
 ✍ Communication Log
