



Availability of Written Policy and Procedure

The Cherish Policy Manual is available at the Cherish Office and on the Cherish website <http://www.cherished1.co>. Written copies of the Cherish Policy Manual will be made available at the Cherish office to program participants/consumers, their legal representatives, their case managers and Cherish employees upon request.

All policy information is available in other formats: ie: large print, audio tape, translated into other languages, etc... If you require an accommodation, please let Cherish staff know.

Cherish as a recipient of Federal and Minnesota financial assistance does not exclude, deny benefits to or otherwise discriminate against any person because of race, color, national origin, disability or age in admission, participation in programs, services, or in employment. Nondiscrimination, alternative format, and reasonable accommodation statements are included on the Cherish website, postings and other information Cherish disseminates.

Cherish Policies and Procedures are reviewed and updated as needed. If Policies related to consumers services or protection related rights are changed (i.e.: criteria for admission, service termination and temporary suspension, grievances/complaints and data privacy), Cherish will provide a copy of the revised policy and an explanation of the revision. Unless there is a reasonable cause, Cherish will provide notice of the policy change at least 30 days in advance of the change or document the reason for policy implementation in a shorter time period.

For Home and Community Based Service fee for service program recipients: If Cherish policies other than those related to services or protection related rights are changed, Cherish will maintain documentation of relevant information related to the policy change, and notify annually the consumer/responsible party and case manager of the revised policies.

Cherish will maintain compliance with licensing requirements under Minnesota Statutes and Minnesota Rules, monitor the implementation of its policies by program staff, and assure staff are trained in regard to Cherish policies.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 3/22/2017