

# **POLICY AND PROCEDURE CONCERNING COMMUNITY EDUCATION AND INFORMATION**

## **I. PURPOSE**

This policy and procedure is implemented to:

- ❖ promote positive attitudes about people as individuals, not the agency,
- ❖ increase the community's capacity to tap into and utilize the gifts/skills of people,
- ❖ increase community members' capacities to invite and welcome people into relationships through friendship, membership, employment, citizenship, other contributions, and mutual caring and
- ❖ comply with regulation Title 205 Chapter 4.008.

## **II. AUTHORITY**

This policy and procedure is implemented with the approval of NorthStar Services Governing Board and/or its designee.

## **III. PROCEDURAL DIRECTIVES**

### **A. Community Education and Information Process**

“Supporting People in Reaching Their Goals” is the mission of the agency. Therefore, community education and information (CEI) is an ongoing activity.

A principal method for educating community members is through relationships with people who have developmental disabilities. The agency's efforts to assist people to become or remain connected through friendship, membership, employment, and other contributions are, consequently, community education.

Each area program will collect evidence of successful community presence by people we support.

Each area program will define a locus of responsibility for coordination and collection of community education and information activities.

CEI activities may include stories of successful relationships involving family and friends; expanded community memberships; job/volunteer experiences and illustrations of learning about rights and exercising those rights and responsibilities.

Ways of collecting this information may include, but is not limited to, the following:

- compile stories in meeting minutes at staff meetings
- establish a collection site where staff can submit success stories
- collect stories from Individual Program Plans and service reviews
- relay stories to each area program's coordinator of community education and information activities.

The staff responsible for collecting people's efforts toward community presence will also be responsible for sharing highlights of this information with staff, people in service, families, and community members through a variety of methods. These might include the following methods, or other methods devised by the local area program:

- newsletters
- bulletin boards
- brochures
- scrapbooks
- guest lecturing to schools and civic groups
- Chamber of Commerce coffees
- features in local newspapers

B. Documentation:

Each area program will maintain a CEI file for review by interested parties and regulatory agencies. CEI activities must occur at least four times a year.

C. Confidentiality:

The confidentiality of each individual supported by the agency will be ensured (see *Policy and Procedure Concerning Confidentiality*)

2/01  
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