



Policy Number: 5 Effective Date: May 1, 2008 Revised: October 16, 2017
Subject: Identification of Staff Credentials

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide clients and/or their legal representatives with identification and credentials of the Support Coordinator assigned to them.

POLICY:

- I. Clients and/or their legal representative will receive information about their assigned Support Coordinator.
- II. The information provided will include the following:
 - A. The name of their Support Coordinator, and emergency contact information.
 - B. The credentials of their Support Coordinator, including education and experience, and relevant training.
- III. Such information may be provided to new clients and/or their legal representative as part of requesting who their Support Coordinator shall be, if requested.

REFERENCE:

- CARF Standards Manual