



Policy Number: 5 Effective Date: May 1, 2008 Revised:
Subject: Identification Of Staff Credentials

**POLICY:**

It is the policy of Camden County Developmental Disability Resources (CCDDR) to provide consumers and/or their legal representatives with identification and credentials of the Service Coordinator assigned to them.

**PROCEDURES:**

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

**REFERENCE:**

- CARF Standards Manual, Section 2F