

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Locked records

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-106-005

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. A child's record shall be kept in a locked location when unattended.

DISCUSSION: