



STEP, Inc.  
**POLICY DISTRIBUTION ACKNOWLEDGMENT**

As the Legal Representative for \_\_\_\_\_, I acknowledge the review  
Name of Client Receiving Services  
 and/or receipt of the following documents and policies as of the dates listed.

POLICY/DOCUMENT

DATE RECEIVED AND/OR REVIEWED

Notice of Available STEP Policies	
Admission, Service Suspension and Termination Policy	
Explanation of Service Recipient Rights (including contact info for agencies who can assist)	
Service Recipient Rights Statement	
MN Statues 245D.04 Service Recipient's Rights	
Data Practices Notice	
Behavioral Support Policy (Including Emergency Use of Manual Restraint)	
Grievance Procedures	
Orientation to Vulnerable Adult Act	
Vulnerable Adult Policies (Reporting Procedures and Individual Abuse Prevention Plans)	
Vulnerable Adult Program Abuse Prevention Plan for:	
Client Worker Guidelines	
Covid 19 Preparedness Plan	

\_\_\_\_\_  
*Signature of Legal Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Person receiving services*

\_\_\_\_\_  
*Date*

Mailed/Given to by: \_\_\_\_\_  
 STEP Staff

\_\_\_\_\_  
 Date

PLEASE RETURN TO YOUR STEP CONTACT OR TO STEP at P.O. BOX 110, FAIRMONT MN 56031.

STEP, Inc.

ADMISSION/SERVICE INITIATION  
NOTICE OF AVAILABLE STEP POLICIES

STEP, Inc. provides services under the licensing requirements of the Minnesota Department of Human Services. STEP is required to provide to the recipient of services or to the service recipient's legal representative explanations and orientation to certain policies. Following are those explanations and orientation, as well as copies of some specific policies. Attached are the following policies and/or statements:

Admission, Suspension and Termination Policy  
Explanation of Service Recipient Rights  
Service Recipient Rights Statement  
Data Practices Notice  
Behavioral Support Policy (Includes Emergency Use of Manual Restraint)  
Grievance Procedures  
Orientation to Vulnerable Adult Act  
Vulnerable Adult Policies (Reporting Procedures and Individual Risk Management Plans)  
Client Worker Guidelines

In addition to the above policies, STEP maintains a variety of other policies and procedures that guide program services. These include:

Sanitary Practices (Bloodborne Pathogens, Universal Precautions and Communicable Disease)  
Incident Responding and Reporting and Emergency Response and Reporting  
Medication Administration Procedures  
Safety Procedures for Clients Handling Hazardous Machinery, Tools and Substances  
Transportation Policy

A copy of these policies will be provided upon request. Requests can be made to your usual contact person or to the administrative office at 5 Downtown Plaza, Fairmont MN, 507 238-4341. Legal representatives will be notified yearly if there are significant revisions in the policies.

\*\*\* Due to the Covid-19 pandemic, STEP also currently has a Covid-19 Preparedness Plan, as required by the Minnesota Department of Human Services and recommended by the Minnesota Department of Health and the Centers for Disease Control. Due to the changing nature of the pandemic, the plan may change frequently. A request for a current copy of STEP's Covid 19 Preparedness Plan can be made by calling 507 238-4341.

10/22/2020