

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Parent Groups	1012

1. Purpose. This policy establishes agency posture regarding parent groups at the Arkansas Human Development Centers.
2. Scope. This policy is directed to all individuals receiving services at HDCs and their families, to all DDS employees, and other interested persons.
3. Criteria. The administration of each Human Development Center shall encourage parents/family/guardian to become involved with the individual receiving services by facilitating the formation of a parents' organization. Superintendent/designee will assist in the activities of the parent organization to help insure open communications/dialogue between administration and the parent group. The Superintendent/designee/staff may attend parent meetings at their discretion.
4. Guidelines.
 - A. Agency personnel may be actively involved with the parent group if so requested:
 - 1) In an advisory capacity;
 - 2) To provide assistance in program development;
 - 3) To provide support for participation and regular meetings;
 - B. Agency personnel are prohibited from serving as officers in the parent group.
 - C. Parent groups are to be permitted to use Agency facilities to conduct meetings, when space is available, if it is authorized by the Superintendent and does not interfere with operations and/or direct services.

Replacement Notation: This policy replaces DDS Director's Office Policy 1012, effective July 17, 1980 and June 16, 1986.

Effective Date: December 1, 1993

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References: Board Action: June 24, 1979.

Administrative Rules & Regulations Sub Committee of the
Arkansas Legislative Council: November 4, 1993.

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- D. Upon request, mailings of the parent group may be included in regular mailings of the HDC to parents and interested persons.

- E. Agency personnel may provide clerical assistance to the parent group as determined by the Superintendent and does not interfere with direct services.

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