



## **Department of Health & Human Service Notification Policy**

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### **I. Purpose**

To define the responsibility of UCP's Board of Directors in communicating information with the department as defined by the certification requirements in 14-197 CMR Chapter 10 and Licensing Standards from the Department of Mental Health and Mental Retardation Division of Licensing

### **II. Policy**

UCP's Board of Directors will ensure UCP Leadership communicates the following circumstances in writing to the department in the specified time periods.

1. The department will be notified 90 calendar days in advance of any proposed change in location, name or ownership of the agency.
2. The department will be notified 30 calendar days prior to any planned change or within 10 calendar days following an unplanned change in the lead administrative personnel.
3. The department will be notified 60 calendar days in advance for any change in policy or services.
4. The department will be notified within 2 working days of the agency receiving notice of any legal proceedings related to the provision of services or the continued operation of facility/program.
5. The department will be notified within 2 calendar days of receiving notice or learning of any criminal conviction occurring in the workplace.
6. The department will be notified within 10 calendar days after receiving notice of significant audit discrepancies.
7. The department will be notified of any complaints that result in findings of reasonable grounds by an external regulatory body pursuant to the ADA, Section 504 and Rehabilitation Act, Civil Rights Act, Equal Employment Opportunity, and the Maine Human Rights Act.
8. The department Commissioner shall be notified of the unavailability of any service that is causing an unmet need for the client.

  
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Scott Tash, CEO

  
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Date