| Chapter Title | Chapter # | | Subject # |
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| Fiscal | F | | 282.7 |
| Subject Title<br>**Data and Information – Support and Service** | Adopted<br>3/1/96 | Last Revised<br>2/6/18 | Reviewed<br>4/12/02; 4/23/10; 2/24/14; 5/12/15; 3/17/17; 2/6/18; 3/18/19; 5/12/20 |

**PROCEDURE**

**Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Support and Service**

This procedure addresses the collection, reporting, and utilization of data and information relative to the supports and services provided to the ultimate persons served of the organization.

1.1 Organizational Members

As determined by the Leadership Staff, members of the organization providing supports and services to persons served will be required to report the delivery of said supports and services. The instructions and other specifications related to support and service-related data collection and reporting of support and service data (missed/cancelled, as an example) are as developed in standard operating practice.

1.2 Contract Vendors

As determined by Leadership Staff and as stated in contractual agreements, contract vendors providing supports and services to persons served will be required to report the delivery of said supports and services. The instructions and other specifications related to support and service-related data collection and reporting of support and service data (attendance, as an example) are as developed in standard operating practice.

**2.0 Systems Entry**

Computer systems entry of all support and service data collected will be the responsibility of the CEO and Director of IT unless otherwise specified in the instructions provided with the data collection requirements.

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| Kerry Possehn, Chief Executive Officer | Date | | |