

## ADMINISTRATIVE POLICY

1 Mission Statement

1.1 "Full Inclusion"

2 Service Philosophy

2.1 OPTIONS believes that every person served in its programs should be respected and treated with dignity and respect at all times. OPTIONS seeks to develop a partnership with each person to assist in the maximization of abilities and achievement of individual goals. The safety and well-being of each person OPTIONS serves and our employees are priorities at all times. OPTIONS pledges to provide services of the highest possible quality in comfortable and secure environments.

2.2 OPTIONS embraces the personal choices of persons and seeks to accommodate these choices whenever possible. All decisions regarding each person's care are guided by the individual needs and desires of each person. OPTIONS promotes community involvement for each person served by teaching skills of self-reliance. All OPTIONS services and activities are designed to produce outcomes that ensure every person gains the ability to live, work, and to lead a fulfilling life of dignity such as that accorded every citizen of the United States of America.

POLICY DATE: February 1996

REVISED: February 2004, August 2007, January 2008, May 2012, April 2014

REVIEWED: September 2015, August 2016, October 2017, October 2018