

**Minnesota Department of Human Services  
Licensing Division**

**245D Required Policies and Procedures**

Required policies and procedures	Applicable MN statute or rule
<p align="center"><b>Policies and procedures required for both basic and intensive support services</b></p> <p>These policies are required at time of application for providers who do not hold a 245B license. Samples will be available for applicants to modify for their program.</p> <p>All other policies must be developed by January 1, 2014. Samples will be available for providers to modify for their programs in July 2014.</p>	
<a href="#">Drug and alcohol prohibition policy</a>	245A.04, subd. 1 (c)
<a href="#">Vulnerable adults maltreatment reporting &amp; internal review</a>	245A.65, subd. 1 (a) and (b) & 626.557, subd. 4a
<a href="#">Maltreatment of minors reporting &amp; internal review</a>	245A.66 and 626.556
<a href="#">Emergency use of manual restraint</a>	245D.06, subd. 1 (a); 245D.06, subd. 5; & 245D.061, subd. 9
<a href="#">Grievances</a>	245D.10, subd. 2
<a href="#">Service suspension and service termination</a>	245D.10, subd. 3
<p align="center"><b>Policies and procedures required for intensive support services only</b></p>	
Universal precautions and sanitary practices	245D.11, subd. 2. (1)
Health service coordination and care in residential programs	245D.11, subd. 2. (2)
Safe medication assistance and administration	245D.11, subd. 2. (3)
Safe transportation with provisions for handling emergency situations when the program is responsible for transportation	245D.11, subd. 2. (4)
Safety in emergencies	245D.11, subd. 2. (5) & 245D.02, subd. 8
Incident response and reporting	245D.11, subd. 2. (6); 245D.06, subd. 1; & 245D.02, subd. 11
Incident and emergency review	245D.11, subd. 2. (7) & 245D.02, subd. 8 and 11
Data privacy	245D.11, subd. 3
Admission criteria	245D.11, subd. 4
<p align="center"><b>Policies, procedures, and plans required for community residential settings and day services facilities</b></p>	
Program abuse prevention plan (PAPP) for each facility	245A.65, subd. 2 (a) & 245A.65, subd. 2 (a)
Emergency response plan for each facility	245D.11, subd. 2. (5) & 245D.22, subd. 5