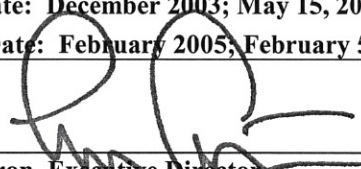




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 1018	Personal Advocate
Origination Date: January 20, 1998	
Revision Date: December 2003; May 15, 2008; May 1, 2009	
Reviewed Date: February 2005; February 5, 2006; May 10, 2007, July 22, 2013	
Approved: 	
_____ Tod W. Citron, Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that clients served in any MH/DD/AD service may obtain a personal advocate when there is possible abuse, difficulty accessing services, allegations of incompetence, or other conflicts.

PROCEDURE:

1. Clients and families will be educated regarding the availability of a personal advocate, which can be selected from our agency or the community.
2. Upon the request from a client or family member, a personal advocate may be assigned by the department director.
3. If the request is from a client or family member, a personal advocate's access to the client, staff and clinical record is documented in writing. Appropriate consent forms for release of information will be obtained.
4. The personal advocate and agency staff will work collaboratively to resolve issues presented.