





COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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<b>Policy # 8038</b>	<b>Family Participation</b>
<b>Origination Date: February 1998</b>	
<b>Revision Date: January 2004; March 27, 2006; February 24, 2009, October 2, 2012, July 7, 2016</b>	
<b>Reviewed Date: February 2005; May 10, 2007, August 23, 2010, May 1, 2013</b>	
<b>Approved:</b>	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to assess the need for family participation in the treatment process.

**PROCEDURE:**

1. During the first face-to-face session, clinical staff assesses the need for family participation.
2. Clinical staff should consider the family as a potential source of information in assessing and reassessing the needs of the client and as a means of providing support during treatment.
3. For adult and SA clients, an Authorization for Release of Information is obtained before the family is contacted.
4. For children and adolescents, the parent/guardian assists the clinical staff in obtaining information regarding the family and assessing the degree of participation of each family member in the treatment process.
5. When appropriate, the Plan of Care should reflect the family's participation in the treatment process.
6. Documentation of the family's participation should be reflected in the clinical record.
7. **The Hartmann Center** facilitates multifamily participation three times per month.
9. **Development Disabilities** programs will have support from caregiver and/or family during the Individual Service Plan.
10. Other family participation is decided on a program by program basis.