

- **Mission, Vision and Operating Principles, and the Rights and Freedoms of People Supported** was completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 4(2) (a) for Individuals supported, and Reg. 299/10, 4(2) (b) for Staff-Volunteers.* (Date/Initial) \_\_\_\_\_
  
- **Personal Information, Consent** was completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 10(1)(2) for Individuals supported.* (Date/Initial) \_\_\_\_\_
  
- **Privacy and Confidentiality** was completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 10(3) for Individuals supported, and Reg. 299/10, 10(2) for Staff-Volunteers.* (Date/Initial) \_\_\_\_\_
  
- **Policy and Procedures: Rights and Freedoms of People Supported** have been completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 4 (2) (b).* (Date/Initial) \_\_\_\_\_
  
- **“Abuse of Service Users Policy”, “Abuse, Neglect, and Financial Exploitation Procedure” and Education/Refresher** has been completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 8(2) (c), for individuals supported and regulation 299/10, 8(2) (a) (ii) for Staff-Volunteers.* (Date/Initial) \_\_\_\_\_
  
- **“Procedure: Rationale and Protocol for Accessing Files”, and the “Consent for Accessing Files”** – was completed as per CLFFD Policy and Procedure, *a legislated requirement of the Ministry of Community and Social Services. Reg. 299/10, 10(1) (2) for Individuals supported.* (Date/Initial) \_\_\_\_\_

Individual’s Name: \_\_\_\_\_ Signature: \_\_\_\_\_

CLFFD Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Date Completed: \_\_\_\_\_

**Please maintain this record on file**