

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: DESIGNATED DECISION MAKER**

**Applies to:** All personnel, Volunteers and Persons Served

Original Effective Date: June 12, 2017

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Replaces Procedure Dated: Not Applicable

1. Individuals entering service complete a Pathways' ShareVision Application.
2. The Application determines if someone else has the authority to make decisions on the individual's behalf.
3. The person who has the authority is responsible for providing the executive director or designate with the legal documentation outlining who can make decisions and what decisions can be made.
4. The legal document is uploaded to the person's ShareVision site.
5. The information from the Application is transferred to the Individual's Information list.
6. All staff and volunteers are responsible for being aware of who individual's decision makers are.
7. Designated decision makers are responsible for notifying Pathways' of any legal changes and providing updated documentation.