

AL 2.001 Code of Ethics – Provider Agency

Purpose It is the intent of Advocacy Links, LLC to operate with utmost ethical standards and professional actions.

Policy All staff of ADVOCACY LINKS, LLC will abide by the following code ethics, from the corresponding Indiana Administrative Code and DDRS Policies. ADVOCACY LINKS, LLC has adopted these precepts and requires each staff member to adhere to these principles.

**460 IAC 6-36-2
Code of Ethics**

A provider, in the provision of services under this article, shall abide by the following code of ethics:

- (1) A provider shall provide professional services with objectivity and with respect for the unique needs and values of the individual being provided services.*
- (2) A provider shall avoid discrimination on the basis of factors that are irrelevant to the provision of services, including, but not limited to:
 - (A) race;*
 - (B) creed;*
 - (C) gender;*
 - (D) age; or*
 - (E) disability.**
- (3) A provider shall provide sufficient objective information to enable an individual, or the individual's guardian, to make informed decisions.*
- (4) A provider shall accurately present professional qualifications and credentials.*
- (5) A provider shall accurately present professional qualifications of all employees or agents.*
- (6) A provider shall require all employees or agents to assume responsibility and accountability for personal competence in the practice of the person's profession and in the provision of services under this article.*
- (7) A provider shall require employees or agents to maintain knowledge and skills required for continued professional competence including all requirements necessary for a licensed or accredited professional to maintain the professional's licensure or accreditation.*
- (8) A provider shall require professional, licensed, or accredited employees or agents to adhere to acceptable standards for the employee or agent's area of professional practice.*
- (9) A provider shall require employees or agents to comply with all laws and regulations governing a licensed or accredited person's profession.*
- (10) A provider shall require all employees or agents to maintain the confidentiality of individual information consistent with the standards of this article and all other laws and regulations governing confidentiality of individual information.*

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- (11) A provider shall require all employees or agents to conduct all practice with honesty, integrity, and fairness.*
- (12) A provider shall require all employees or agents to fulfill professional commitments in good faith.*
- (13) A provider shall require all employees or agents to inform the public and colleagues of services by use of factual information.*
- (14) A provider shall not advertise or market services in a misleading manner.*
- (15) A provider providing services shall not engage in uninvited solicitation of potential clients, who are vulnerable to undue influence, manipulation, or coercion.*
- (16) A provider shall make reasonable efforts to avoid bias in any kind of professional evaluation.*
- (17) A provider shall notify the appropriate party, which may include:*
 - (A) the division;*
 - (B) the Indiana state department of health;*
 - (C) a licensing authority;*
 - (D) an accrediting agency;*
 - (E) an employer;*
 - (F) the office of the attorney general, consumer protection division; of any unprofessional conduct that may jeopardize an individual's safety or influence the individual or individual's representative in any decision making process.*

DDRS Policy:
BDDS 460 0228 014
Provide Code
of Ethics

- A Provider shall abide by the following code of ethics:*
- 1. A provider shall provide professional services with objectivity and with respect for the unique needs and values of the individual being provided services.*
 - 2. A provider shall avoid discrimination on the basis of factors that are irrelevant to the provision of services.*
 - 3. A Provider shall provide sufficient objective information to enable an Individual, or the Individual's Legal representative, to make informed decisions.*
 - 4. A Provider shall require all owners, directors, officers, employees, contractors, subcontractors or agents to:*
 - a. accurately present professional qualifications;*
 - b. assume responsibility and accountability for personal competence in the practice of the person's profession and in the provision of supported living services;*
 - c. maintain the professional's licensure or accreditation;*
 - d. adhere to acceptable standards for the owner, director, officer, employee, contractor, subcontractor or agent's area of professional practice;*
 - e. comply with all laws and regulations governing a licensed or accredited person's profession;*
 - f. maintain the confidentiality of Individual information consistent with*

- the standards of this article and all other state and federal laws and regulations governing confidentiality of Individual information;*
- g. conduct all practice with honesty, integrity, and fairness;*
- h. fulfill professional commitments in good faith; and*
- i. inform the public and colleagues of services by use of factual information.*
5. *A Provider shall not advertise or market services in a misleading manner.*
 6. *A Provider shall not engage in uninvited solicitation of potential Individuals, who are vulnerable to undue influence, manipulation, or coercion.*
 7. *A Provider shall make reasonable efforts to avoid bias in any kind of professional evaluation.*
 8. *A Provider shall not allow for nepotism during the conducting, directing, reviewing or other managerial activity of an investigation into an allegation of Abuse or Neglect, by prohibiting friends and relatives of an alleged perpetrator from engaging in these managerial activities*
 9. *A Provider shall not subject its directors, officers, employees, contractors, subcontractors or agents to negative consequences as outlined in IC 22-5-3-3 following the director, officer employee, contractor, subcontractor or agent reporting:*
 - a. the alleged abuse or neglect of an Individual;*
 - b. violation of Provider's policies and procedures;*
 - c. violation of Division of Disability and Rehabilitative Services (DDRS) policies and procedures; and*
 - d. violation of state and federal laws.*
 10. *A Provider shall notify the appropriate party of any unprofessional conduct that may jeopardize an individual's safety or influence the individual or individual's representative in any decision making process, which may include:*
 - a. the Division of Disability and Rehabilitative Services;*
 - b. the Indiana State Department of Health;*
 - c. a licensing authority;*
 - d. an accrediting agency;*
 - e. an employer; and*
 - f. the office of the Indiana Attorney General, Consumer Protection Division;*
 - g. the individual's guardian.*

It is the policy of Advocacy Links, LLC to avoid employment situations where the possibilities of perceived favoritism or conflict of interest might exist. In strict adherence to the Code of Ethics and maintaining the utmost professionalism, Advocacy Links, LLC will conduct business and any necessary investigations in a manner that clearly avoids the perception of favoritism. Any situation which may lead to the perception of nepotism will be delegated to unrelated administrative personnel to complete the investigation.

APPROVAL

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