

## **PURPOSE:**

Each service program of Family Resources is required to develop a Program Statement which will serve as the introductory chapter to its Program Manual. This statement will introduce and summarize the activities of the program. When complete it will be a multi purpose document. It will provide base information for regulators and accreditors, such as the COA. It will be a source for introductory and summary information provided to prospective grant funders or referral agents. Perhaps most importantly, it will introduce prospective or new staff to the work they are about to do and set the professional philosophy and tone for everything done within the discipline represented

## **CONTENT:**

The following subjects will be covered in each Program Description.

- ✓ **Program History and Overview:** A brief history of Family Resources with a description of how and when the particular program became a part of the FRI service array. Discussion of program antecedents and development will provide credit where due to community collaborators or partners. Focus points will emphasize stability, integration and collaboration.
- ✓ **Mission Statement:** All programs must have a current mission statement which is consistent with and should be preceded by the Family Resources Mission Statement.
- ✓ **Orientation to the Community:** This segment not only describes the collaborations involved in the development of the programs, but also the methods by which program educates the community to its services and obtains input from the community concerning needs surrounding the service.
- ✓ **Description of Population Served:** A statement of target population and general eligibility criteria for the service offered backed up by accurate demographic material concerning actual make up of client base.
- ✓ **Service Philosophy/Clinical or Service Model:** Outline the philosophical and theoretical bases for the program service activities. These should be described in light of service goals which in some way must be designed to assist clients individually or in family to attain or regain an ability to function. Is this program a therapy based, education based, or advocacy based program, or combination of the above? Other bases? What are the guiding mantras?
- ✓ **Service Components:** What are the specific service activities utilized by the program to achieve its goals within the philosophical construct outlined as a part of the service philosophy.
- ✓ **Staffing:** A summary of the staffing patterns used to provide the service activities including the qualifications generally required for direct service personnel and a description of any collaborative arrangements without outside providers who contribute any core service.
- ✓ **Funding and Payment:** How are services paid for on a program and individual basis? What are the payment sources? What are the general requirements for payment which must be met for services to be provided?
- ✓ **Facilities:** A listing of facilities and, where applicable, hours of operation for service activities.