

Notice of Public Records Policy for Portage House

The Public Records of Portage House shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday to Friday at 1019 Arlington Place, Stevens Point, WI 54481. It shall be the policy of Portage House to respond to any records requests within 48 hours, except for good cause for delay. The office may require pre-payment of costs prior to the production of records. Requests shall be made to and coordinated by Mr. Bishop as records custodian as applicable.

Costs of Records

Photocopies: \$.25 per page

Shipping charges will be actual costs, e.g. costs of mailbag

Documents available to the public:

Non-confidential documents may be viewed by the public.

The following are examples of documents available to the public:

Program Statement

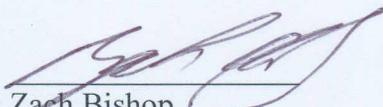
Rules and Policies

Budget/fiscal records

Statistical data (e.g. client occupancy rates)

Confidentiality of resident records:

Access to a resident's record is restricted to the resident, Portage House employees, authorized representatives of the Department of Health and Human Services, third party payers (i.e. Department of Corrections), other persons may be authorized via a written release by the resident or as otherwise permitted by law. Refer any request for access to a record to the Portage House Director.


Zach Bishop,
Portage House Director

12-16-09
Date