**Section 250.2840 General Requirements for all Hospital Alcoholism Program Classifications**

a) Each program shall have a written plan describing all significant aspects of the program. Each program plan shall include a written statement of philosophy, goals, objectives, organization functions, policies, procedures, records, reports, duties and responsibilities of personnel and interdepartmental relationships.

b) Each plan shall be developed to meet the needs of the population to be served, and must be approved by the governing authority.

c) An updated list of resources to which clients may be referred shall be readily available.

d) There shall be a written policy requiring the review and/or revision and evaluation of the Plan to assess the attainment of program goals.

e) The date, results and recommendations from the evaluation shall be documented. The evaluation shall be part of a continuing planning process.

f) Each alcoholism treatment program shall provide the Department with reports, and such data and/or statistics as may be requested by the Department.

(Source: Added at 4 Ill. Reg. 25, p. 138, effective June 6, 1980)