

# Licking County Board of Developmental Disabilities

## Administrative Policy Manual

**Policy: Dissemination of Information  
to the Public**

**Board Approved: 8/85**  
**Revised: 10/89, 9/02, 10/04, 11/06, 04/18**  
**Reviewed: 04/10, 11/14**

**Section: 1.7**

**Page 1 of 1**

.....

### **POLICY**

The Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, is committed to keeping the public informed about its mission, vision, strategic plans, services and supports, partnerships and key accomplishments on behalf of persons with developmental disabilities. In appreciation of the importance of language, all communications will use person centered language. The Board will outreach to the local community by providing information to local newspapers and broadcast media; by networking with local community organizations; and through the Board's website and social media. Other communications tools will be used when economically feasible, including direct mail, outdoor (billboards, banners etc.) and electronic media. The Superintendent and Public Information Officer are responsible for communicating with local media. Public information materials are reviewed by the Superintendent prior to dissemination/distribution to the public.

- The Board makes available to service clubs, schools, businesses and other community groups and organizations, appropriate presentations and learning tools for their specific needs. These presentations will be consistent with the Board's mission and values, and positively portray people with disabilities as valued members of our community.
- The Board produces informational brochures and other printed materials for the purpose of informing the public of the types of services and supports available to assist people with disabilities and their families.
- The Board publishes an annual report and a regular newsletter to maintain a consistent flow of information to the public and to the people served. Mailing lists for publications are updated regularly to assure accuracy.
- All Board policies, strategic plans, and public information materials are available to any person requesting such information. These are available on the Board's Website and in hard copy when requested.
- The Board regularly gathers input and feedback from its stakeholders. This could include public hearings when required or as necessary to communicate information.
- The Board's website and social media sites are regularly updated to assure current and relevant information is available to persons supported, families, providers and the community at large.
- At no time shall the dissemination of information to the public encroach upon the right to privacy of any person or family served. Informed consent for the release of confidential information is obtained before person specific information is used or disseminated.