**Policy # FCSS-0087.15**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: AGENCY CELL PHONE TEXT CLIENT MESSAGING**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: JUNE 8, 2015**

There is now a RCHHS/FCSS Agency cell phone for specific program clients only to use for text messaging to staff.

This phone number is 403-704-5696 and is password protected.

The phone and charger shall be kept in a locked cupboard in the RCHHS/FCSS office. This phone can be signed out when needed (sign out form is in the equipment sign out book).

The Healthy Families Coordinator or designate will check for messages.

A record book will stay with the book that includes the client’s I.D. # that have been given this phone number for contacting RCHHS/FCSS staff.

Revised/Reviewed: ***May 30, 2019***

This policy shall be reviewed at the discretion of the Board but at least annually.