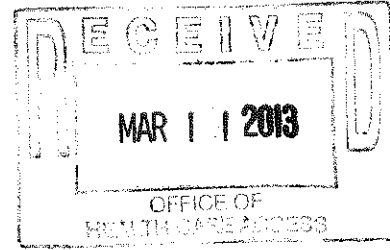




March 6, 2013



60 YEARS
of Changing lives and
Changing minds

HARC, Inc.
Serving People with
Intellectual and
Related Disabilities

Kim Martone, Director
Office of Health Care Access
Department of Public Health
410 Capitol Avenue
Hartford, CT 06134

Re: Closure of HARC's Behavioral Health Clinic

Dear Ms. Martone,

As a follow up to our conversation last week, I write to inform the Department of Public Health and the Office of Health Care Access of the closing of HARC's Behavioral Health Clinic effective March 14, 2013. I understand from our discussion last week that we have no statutory obligation to provide DPH with formal notice of the closure, but we believe it best to provide such notice in the event that your agency is contacted by patients or their families seeking any information about the closure.

Our clinic's medical director, Dr. Carol Starr, submitted her resignation on January 31, and despite a diligent search, we have been unable to identify a replacement. We had hoped to hold our license in abeyance until a new director could be found, but we understand from DPH that the current regulations allow for either holding the license and operating with a medical director or surrendering the license to DPH. Regretfully, we must choose the latter course of action and surrender our license.

A letter dated February 14 from our President and CEO, Dr. Stephen Becker, notified all families and patients of the clinic's closure and provided them with the enclosed list of providers from whom they may seek treatment. We also communicated that given the number of patients affected by the closure, we were offering the provider referral list merely as a convenience and could not guarantee that the providers are accepting new patients.

Dr. Starr will remain with the clinic until March 28, 2013, to complete discharge summaries and answer any questions patients and their families may have about the closure and subsequent treatment. Also, where appropriate, Dr. Starr is ordering three months of medications for patients. After Dr. Starr's departure, we have arranged for patients to seek medication management from Dr. Martin Cooper. Dr. Cooper will see patients every three months and for



United Way of Central
and Northwestern Connecticut



urgent visits. He will also provide support by telephone and fax when needed. Dr. Cooper will provide supports only for HARC's clients. Patients who were not also HARC clients will need to seek supports through the list of referred providers or by other means.

We are proud of the work we have done over the past ten years to serve the unique needs of people with intellectual disability and behavioral health needs. Although we are saddened by Dr. Starr's departure, we hope that the arrangement with Dr. Cooper will provide some continuity of care for our clients.

Please let us know what further steps need to be taken to surrender our license. Thank you for your consideration.

Sincerely,

Andrea Barton Reeves

Vice President, Administration

Direct Dial (860) 218 - 6028

email - abartonreeves@harc-ct.org

Enc: Provider Referral List





60 YEARS
of Changing lives and
Changing minds

HARC, Inc.

*Serving People with
Intellectual and
Related Disabilities*

Provider Referral List for Patients Served by HARC's Behavioral Health Clinic, Slated to Close on
March 13, 2013

St. Francis Behavior Health Clinic Hartford, CT
Collaborative Psychiatric Services Plainville, CT
UConn Health Center Outpatient psychiatry
Dr. Richard Anderson Wallingford, CT
Dr. Robert Ostroff Meriden, CT
Dr Lee Blair West Hartford, CT





VIOLENCE IN THE WORKPLACE PREVENTION POLICY

60 YEARS
of Changing lives and
Changing minds

HARC, Inc.
Serving People with
Intellectual and
Related Disabilities

A. Purpose

HARC is committed to providing its employees and participants a safe and healthy working environment, free from intimidation, harassment, threats, and violent acts. To promote this goal HARC has adopted the following policy to guide the conduct of employees.

B. Policy

1. HARC has a zero tolerance policy for violence in the workplace.
2. No employee shall
 - a. Bring any weapon or dangerous instrument into any HARC workplace.
 - b. Use, attempt to use, or threaten to use any such weapon or dangerous instrument in any HARC workplace.
 - c. Cause or threaten to cause death or physical injury to any individual in any HARC workplace.
 - d. Threaten, harass or otherwise intimidate any employee, participant or guest of HARC.
1. Weapon means any firearm, including a BB gun, whether loaded or unloaded, a toy gun that could be mistaken for a real gun, any knife (excluding a small pen or pocket knife or kitchen knife in use in any of HARC's programs), including a switchblade, stiletto or other knife having an automatic spring release device, a police baton or nightstick or any martial arts weapon or electronic defense weapon.
2. Dangerous instrument means any instrument, article or substance that is capable of causing death or serious physical injury.
3. Violation of these reasonable work rules will subject the employee to disciplinary action, up to and including dismissal from employment.
4. Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace shall report the incident to his/her supervisor or the Director of Human Resources immediately.
5. Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention shall notify proper law enforcement authorities and his/her supervisor.
6. Any supervisor receiving a report of violence or threat in the workplace shall report it immediately to the Director of Human Resources for evaluation, investigation, and appropriate action.
7. All parties must cooperate fully in the investigation of such incident.
8. Any weapon or dangerous instrument found in the workplace will be confiscated and disposed of.
9. HARC will post the Violence in the Workplace policy in a prominent place in all worksites owned or leased by HARC.
10. Program participants who exhibit violence in the workplace will be referred to the Department of Developmental Services program planning process, which will determine appropriate measures to protect the safety of all participants and staff.

