

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Recipient Rights	RR		127
Subject Title <b>Fingerprinting, Photographing, Audio-recording, Video-recording, and Use of One-Way Glass</b>	Adopted 6/24/02	Last Revised 6/15/16	Reviewed 12/27/04; 7/24/06; 1/25/10; 1/24/11; 4/23/12; 6/24/13; 9/22/14; 9/23/15; 6/15/16; 9/13/17; 9/19/18; 10/16/19; 1/25/21

### POLICY

#### Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

#### 1.0 Purpose:

Establish guidelines for the use of fingerprinting, photographing, audio-recording, video-recording and use of one-way glass in the provision of services to recipients of mental health services.

#### 2.0 Policy:

- A. Fingerprints, photographs, video-recordings, or audio-recordings may be taken and used, and one-way glass may be used, in order to provide services, including research, to a recipient or in order to determine a name of the recipient or to identify a recipient, only with prior written informed consent of recipient, guardian, or parent of a minor recipient.
- B. A service provider may photograph or make a video-recording or make an audio-recording of a recipient, or use one-way glass, for educational or training purposes, only with the prior written informed consent of the recipient, guardian, or parent of a minor recipient.
- C. A service provider may take photographs for purely personal or social purposes. A photograph of a recipient shall not be taken or used for personal or social reasons if the recipient has objected.
- D. The recipient, guardian, or parent of a minor recipient may withdraw consent in writing.
- E. A review of current need for audio taping, photographing/fingerprinting or use of one-way glass shall be conducted periodically, but no less than annually as a part of the person-centered planning process.
- F. This policy does not apply to recipients covered under the criminal provisions of Chapter 10 of PA 258 of 1974, Michigan's Mental Health Code, as amended.

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### 3.0 Responsibilities:

The Recipient Rights Office is responsible for ensuring that procedures to implement the intent of this policy are developed, reviewed, and revised as necessary.

### 4.0 Monitoring and Review:

This policy is reviewed by the Recipient Rights Office. It is reviewed and monitored internally by the Recipient Rights Advisory Committee and The Right Door for Hope, Recovery and Wellness Board. It is monitored externally by the MDHHS.

### References:

Mental Health Code, Section 300.1724; Section 300.1752(1)(d); Section 330.1755

Melissa McKinstry, Board Chairperson	Date		