

The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Recipient Rights</b>	Chapter # <b>RR</b>		Subject # <b>104</b>
Subject Title <b>Notification of Rights</b>	Adopted 9/30/02	Last Revised  11/29/16	Reviewed 4/24/05; 3/26/07; 12/17/07; 4/27/09; 8/30/10; 9/26/11; 9/24/12; 9/23/13; 12/10/14; 9/23/15; 12/14/16; 12/20/17; 12/19/18; 12/18/19; 3/22/21

**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:

To affirm the fundamental importance of recipient rights to the organization and to support the premise that empowering recipients with the knowledge of their rights improves the quality of care provided.

2.0 POLICY:

It is the policy of the Board that all recipients of mental health services be given information on their rights as recipients of services which are established in the Mental Health Code, related administrative rules, and policies of this organization.

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the Chief Executive Officer to ensure that procedures are developed to implement the intent of this policy.
- B. It is the responsibility of the staff who supervise intake and access to care at The Right Door for Hope, Recovery and Wellness to ensure that processes are in place and are routinely implemented to provide information on the rights guaranteed in law to those seeking services from community mental health service programs.
- C. It is the responsibility of the provider, at the time services are first requested, to inform a recipient, his or her guardian or other legal representative or the parent with legal custody of a minor recipient of their recipient's lawful rights in an understandable manner. If a recipient is unable to read or understand the materials provided, a provider shall make a reasonable attempt to assist the recipient in understanding the materials. A note describing the explanation of the materials and who provided the explanation shall be entered in the recipient's record.
- D. It is the responsibility of the staff who supervise ongoing care at The Right Door for Hope, Recovery and Wellness to ensure that processes are in place and are routinely implemented to provide information on a periodic basis to recipients on the rights guaranteed in law.
- E. It is the responsibility of the staff who supervise residential care or contracts for residential care provided through The Right Door for Hope, Recovery and Wellness to ensure that processes are in place and are routinely implemented to provide information on a periodic basis on the rights guaranteed in law to those receiving residential services from community mental health service programs.

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- F. It is the responsibility of the staff who function in a member services capacity to inform all recipients of any changes or additions to the rights of recipients of mental health services as specified in law.
- G. It is the responsibility of each Program Manager to identify any training needs of staff they supervise regarding the fulfillment of responsibilities related to notification of rights.

4.0 DEFINITIONS:

For the purposes of understanding and implementing this policy, the following definitions of terms apply:

*Recipient Rights:* The rights and other protections for persons receiving services from CMHSPs which are enumerated in Chapters 7 and 7A of the Mental Health Code. References to rights are intended to include all rights specified in Chapters 7 and 7A of the Mental Health Code including those specific rights and the rights of residents defined below.

*Specific Rights:* refers to a list of rights established for all recipients of services and requirements of the local office of recipient rights found in section 330.1752 (1) a-o of the Mental Health Code.

*Rights of Residents:* A special category of rights which applies to persons in residential facilities including:

- A. the right to entertainment materials, information and news
- B. the right to comprehensive examinations
- C. the right to property and funds
- D. the right to freedom of movement
- E. the right to compensation for resident labor
- F. the right to have communication and visits

5.0 REFERENCES:

Michigan Mental Health Code Sections 330.1752 and 330.1755

Melissa McKinstry, Board Chairperson	Date		