

## The Right Door for Hope, Recovery, and Wellness

Chapter Title <b>Recipient Rights</b>	Section # RR		Subject # 990.1
Subject Title <b>Stakeholder Participation</b>	Adopted 05/14/02	Revised 4/28/08	Reviewed 4/28/08; 10/28/09; 1/4/17

### PROCEDURE

#### Application

This procedure shall apply to The Right Door for Hope, Recovery, and Wellness.

#### 1.0 Intent

It is the intent of The Right Door for Hope, Recovery, and Wellness to identify meaningful opportunities for stakeholder input and involvement in the planning and development of services, supports, and operations through stakeholder participation on quality improvement committees, work teams, and other advisory groups and workgroups as needed.

#### 2.0 Committee/Workgroup Expectations

The Right Door for Hope, Recovery, and Wellness will establish clear expectations for each committee/workgroup. Minimum expectations for participants would include the ability to:

- attend meetings on a regular basis;
- review necessary materials in preparation for meetings; and
- participate in discussions, express opinions, and provide input.

Participation on some committees/workgroup will require completion of the Recipient Rights-Confidentiality training. Other training opportunities specific to the committee/workgroup will be made available to stakeholders as needed and appropriate.

#### 3.0 Accommodations for Stakeholders

The Right Door for Hope, Recovery, and Wellness will provide, upon request by the stakeholder, reasonable accommodations to assist the stakeholder in meeting the committee/workgroup expectations.

#### 4.0 Stakeholder Recruitment and Appointment

As opportunities for stakeholder participation on committees/workgroups are identified, The Right Door for Hope, Recovery, and Wellness will notify stakeholders of the vacant position(s) through staff contact. Interested stakeholders will be asked to complete and submit an application.

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All applications will be reviewed and participants will be selected based on the needs of the committee/workgroup and the interests and strengths of the stakeholder. Current participation on other committees and workgroups will also be considered in assuring diverse stakeholder participation.

**5.0 Trial Period**

Stakeholders will be given a trial period of one meeting to determine if they would like to permanently become a member of the committee/workgroup and are willing and able (with the assistance of The Right Door for Hope, Recovery, and Wellness if needed) to meet the expectations of the committee/workgroup.

**6.0 Length of Service**

Stakeholders will serve on a committee/workgroup for a period of one year. At such time, The Right Door for Hope, Recovery, and Wellness will generally solicit applications for the position and a new participant will be appointed. If no other applications are received and the individual whose term is expiring wishes to continue to serve, the individual may be appointed for an additional one-year term. Length of terms on committees may be subject to change, based on the needs of the committee.

**7.0 Responsibilities**

The CEO, or designee, will approve all appointments of stakeholders to designated committees/workgroups.

The Quality Improvement Manager, or designee, will recruit, track, and monitor stakeholder participation on committees/workgroups with oversight by the CEO.

**References:**

MDHHS Consumerism Guideline  
MDHHS AFP - 1/3/2002, Section 2.5

Robert S. Lathers, Chief Executive Officer	Date		