

**Department of Community Health - Office of Recipient Rights
Inpatient Monitoring Checklist**

Date: _____ Assessor: _____

Name of site: _____ Voluntary Involuntary Both #Beds _____

Yes <input type="checkbox"/> No <input type="checkbox"/>	1. Does Hospital have its own Rights Advisor? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Does Rights Advisor report to Director or a designee who can take action on substantiated violations? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	3. Is there a poster (or other means) which identifies the Rights Advisor and a method for contact posted in areas where recipients, family members and guardians and visitors have access? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	4. Is there rights booklets/summary of rights posted? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Are Recipient Rights booklets provided to recipients, family members and guardians upon admission? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Is the Rights Advisor and means of contact identified on the Recipient Rights booklet? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	7. Are complaint forms readily available on the unit? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Are posters on reporting abuse and neglect present in staff areas? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	9. Does the RR Advisor have unimpeded access to all information/areas necessary to conduct an investigation/perform monitoring functions? (MHC 330.1755 (2) (d)) Comments: _____ _____ _____

**Department of Community Health - Office of Recipient Rights
Inpatient Monitoring Checklist**

Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Are Unit Rules (if any) posted? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	11. Are Unit Rules reasonable and lawful? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Are staff aware of how to file a complaint? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	13. Are Recipients aware of how to file a complaint? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	14. Were Hospital Recipient Rights polices reviewed? (Note any deficiencies below)
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	15. a. Appeals Process for CMHSP recipients (those receiving services or authorization from CMHSP); i. Does notice of appeal rights refer patients to appropriate CMH appeals committee? 15.b. Appeals Process for non-CMHSP recipients; i. Is there an agreement with DCH? ii. Has LPH/U established their own appeals committee Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	16. a. Is there a Recipient Rights Committee in place either by: i. agreement with local CMH? Or ii. process handled by the hospital's RRC? 16. b. Do RRC Minutes reflect meeting at least twice per year? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	17. a. Has the Rights Advisor had Basic Skills, Art of Investigation and DERT training within 3 months of hire? 17. b. Has the Rights Advisor been trained in Right related matters annually thereafter? Comments: _____ _____ _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	18. Have all staff who come into contact with patients admitted to the LPH/U been trained within 30 days of hire? Comments: _____ _____ _____

Observations/Deficiencies Noted/Required Action: _____