

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Recipient Rights
Policy Number: 64
Subject: **Substance Use Disorder -
Understanding
Recipient Rights**

Effective Date: 2/16/09
Last Revision Date: 5/20/16
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) to ensure that each recipient receives written information regarding substance use disorder recipient rights, consumer conduct, program schedules and roles during the admission process to enable recipients to understand the policies and procedures that regulate daily treatment activities and the recipient's right to treatment.

Purpose

To establish policy and standards for the structure and operation of the Substance Use Disorder Rights system of Shiawassee County Community Mental Health Authority and to ensure that recipients receive written information regarding their rights while receiving mental health and substance use disorder services.

To ensure compliance with the Michigan Department of Health and Human Services Administrative Rules.

Application

This policy applies to all employees, independent contractors, and contract provider agencies of the Shiawassee County Community Mental Health Authority.

Procedure: (A.R 325.14302)

1. During admission the recipient will read or have read to him/her the recipient rights, discharge policy, conduct and program rules, expectations and program schedules.
2. The staff conducting the intake will ask if there are any questions and will explain if necessary.
3. The recipient will be asked to sign a statement of understanding regarding these rights, responsibilities, and rules. This shall occur at the time of assessment and upon admission at the service provider.

4. If the recipient is incapacitated (confused, disorientated, or under the influence of a chemical) he/she will receive and understand the rights as outlined above no more than 72 hours after admission. The staff doing the intake shall document the reason for the delay in the record.
5. The staff conducting the intake will document in the record that the above procedures have been followed and that the recipient has signed the statement of understanding.
6. The statement of understanding will become part of the recipient's record.

Administrative Rule Requirements

1. As part of the admission procedure to a program, a recipient shall received all of the following (AR325.14302, Rule 302, 6):
 - a. If incapacitated (confused, disoriented, or under the influence of a chemical) receive the procedures described in this subrule as soon as feasible, but not more than 72 hours after admission to an approved service program (AR 325.14302, Rule 302, 6a). The staff doing the intake will document the reason for the delay in the record.
 - b. A written description of the rights of recipients of substance abuse services (AR 325.14302, Rule 302, 6b).
 - c. A written description of any restriction of the rights based on program policy (AR 325.14302, Rule 302, 6c).
 - d. An oral explanation of the rights in language which is understood by the recipient (AR 325.14302, Rule 302, 6d).
 - e. A form approved by the office which indicates that the recipient understands the rights and consents to specific restrictions of rights based on program policy. The recipient shall sign this form. One copy of the form shall be provided to the client and one copy shall become part of the client's record. (AR325.14302, Rule 302, 6e).
2. A recipient of prevention services shall be notified of his or her rights by a notation on any program announcement, brochure, or other written communication that describes the program services to recipients or to the general public. Such notification shall state the following: "Recipients of substance abuse services have rights protected by stated and federal law and promulgated rules. For information contact (staff name, address, phone) or the Center for Substance Abuse Services,

Recipient Rights Coordinator, P.O. Box 30035 North Martin Luther King, Jr. Blvd., Lansing Michigan 48909." (AR 325.14302, Rule 302, 7).

- 3. When a prevention service maintains case records that include the recipient's name and information about the recipient's substance use or abuse, the recipient shall be provided with the notification in subrule (7) of the rule and a summary of specific rights. Phone callers shall be informed that a summary of recipient rights will be mailed to them on request if such records are maintained (AR 325.14302, Rule 302, 8).
- 4. Rights of recipients shall be displayed on a poster provided by the office in a public area of all licensed programs. The poster shall indicate the program rights advisor's name and phone number (AR325.14302, Rule 302, 9).
- 5. The administrator of the office, with approval of the coordinating agency, shall designate a staff member of a local coordinating agency to act as the coordinating agency recipient rights consultant. The designation shall be renewed annually. The coordinating agency recipient rights consultant shall conduct recipient rights activities according to procedures outlined by the office (AR325.14302, Rule 302, 10).

References and Legal Authority

Department of Health and Human Services Administrative Rules.

Compliance

External: Michigan Department of Health and Human Services Administrative Rules

Approved by:  9-26-2016
 Board Chairperson Date

 9/28/16
 Chief Executive Officer Date

