

**SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**  
**POLICY AND PROCEDURE MANUAL**

Section: Recipient Rights  
Policy Number: 65  
Subject: **Substance Use Disorder - Staff  
Acknowledgment of Receipt and  
Understanding of Recipient Rights  
Policies**

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 to ensure that all staff members providing substance use disorder treatment understand and agree to abide by all written recipient rights, confidentiality and treatment policies and procedures.

**Purpose**

To establish policy and standards to ensure Shiawassee County Community Mental Health Authority employees understand and abide by substance abuse recipient rights policies and procedures.

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

**Application**

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

**Procedure**

1. All staff members providing substance use disorder treatment will receive an online copy of Shiawassee County Community Mental Health Authority Recipient Rights Substance Use Disorder Policies and 42 CFR Part 2.
2. Staff will check an acknowledgment that they have received copies of Shiawassee County Community Mental Health Authority Substance Use Disorder Recipient Rights policies and 42 CFR Part 2. By checking that they have received these policies, this signifies that staff understand them and agree to abide by those policies and procedures

**References and Legal Authority**

Department of Health and Human Services Administrative Rules  
Michigan Mental Health Code  
Code of Federal Regulations

**Compliance**

External:

Code of Federal Regulations  
Michigan Mental Health Code  
Michigan Department of Health and Human Services Administrative Rules

Approved by:   
Board Chairperson

9-26-2016  
Date

  
Chief Executive Officer

9/28/16  
Date

