

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

Section: Recipient Rights  
Policy Number: 67  
Subject: **Self Determination**

Effective Date: 7/26/10  
Last Revision Date:  
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**Policy**

It shall be the policy of the Shiawassee County Community Mental Health Authority (SCCMHA) that recipients electing the Choice Voucher System will be provided with rights protection under the Michigan Mental Health Code.

It shall be the policy of the Shiawassee County Community Mental Health Authority (SCCMHA) that the Recipient Rights Office has jurisdiction over employees working in self-determination arrangements.

**Purpose**

The purpose of this policy is to establish policy and standards to ensure the rights of self-determination recipients of SCCMHA to be free from rights violations under the Michigan Mental Health Code.

**Application**

This policy will apply to all SCCMHA programs including employees, independent contractors, contract agencies, and employees of self-determination arrangements.

**Definitions**

Mental Health and Substance Abuse Administration, Michigan Department of Community Health: Choice Voucher System: Self-determination Technical Advisory Version 2.0: September 2008: Employment Agreement Template: I hereby acknowledge receipt of the following rules and regulations: a) Recipient Rights Booklet (I understand that I shall assist my employer in filing rights complaints upon request. I also understand that I have a responsibility to report rights violations which I am aware of or any potential abusive or neglectful situations I observe. I understand that I may be requested to cooperate with a recipient rights investigation and/or assist my employer with exercising their rights).

### Procedure

SCCMHA and self-determination staff shall comply with the following:

1. Prospective applicants applying to work in a self-determination arrangement with SCCMHA must fill out and sign the "Authorization to Disclose" form. Prior to hiring their employer will forward this form to the Recipient Rights Office to check for substantiated rights violations.
2. Employees working in a self-determination arrangement will complete initial Recipient Rights training and the annual update training.
3. Employees working in a self-determination arrangement will assist their employer in filing rights complaints upon request.
4. Employees working in a self-determination arrangement will report rights violations and file complaints on behalf of recipients if there is a suspicion or if they are aware that a potential code protected right has been violated.
5. Employees working in a self-determination arrangement have a responsibility to report rights violations of any potential abusive or neglectful situations they observe.
6. Employees working in a self-determination arrangement will cooperate with a recipient rights investigation and/or assist their employer with exercising their rights.

### Compliance

Internal: Reporting, Investigating, and Resolving Alleged or Suspected Rights Violations Policy

External: Mental Health and Substance Abuse Administration, Michigan Department of Community Health: Choice Voucher System: Self -Determination Technical Advisory Version 2.0: September 2008: Employment Agreement Template

Approved by: Signed by Jerry Walden 07/26/10  
Board Chairperson Date

Signed by Scott Gilman 07/26/10  
Chief Executive Officer Date

