

<b>BARRY COUNTY COMMUNITY MENTAL HEALTH AUTHORITY</b> 915 West Green Street Hastings, Michigan 49058	
<b>CATEGORY:</b> Recipient Rights <b>SUBJECT: RECIPIENT RIGHTS OFFICER</b>	<b>Page: 1 of 3</b>
<b>Effective Date:</b> 5/14/96  <b>Approved By:</b> _____ Executive Director  <b>Reviewed:</b>	<b>REQUIRED BY:</b>  <b>Mental Health Code</b>  <b>Administrative Rules</b>  <b>BCCMHA Policies and Procedures</b>

**Responsibilities:**

As required by law, the Recipient Rights Officer shall receive reports of, and may investigate, apparent violation of the rights guaranteed by Chapter VII of Act 258 of the Michigan Public Acts of 1974. This person shall have direct and immediate access to legal and clinical expertise within the agency by whom employed when the Officer deems this necessary for adequate discharge of his/her responsibilities; may, through the Executive Director, act to resolve disputes relating to apparent violations; may act on behalf of consumers of mental health to obtain remedy for any apparent violations; and shall otherwise endeavor to safeguard the rights of consumers of mental health services as guaranteed by the Mental Health Code. The rights office will have unimpeded access to all programs and services operated by or under contract; all staff employed by or under contract and all evidence necessary to conduct a thorough investigation or to fulfill its monitoring function.

The Recipient Rights Officer shall be an employee of or under contract to the BCCMHA Board, shall have no direct service responsibilities, and shall be subordinate only to the BCCMHA Executive Director.

The Recipient Rights Officer shall:

- A. As an Administrator:
  - A.1. Insure adequate investigation and recommend resolution of alleged rights violations and, if necessary, intervene on behalf of consumers in order to facilitate the process.
  - A.2. Work closely with the BCCMHA Recipient Rights Advisory Committee to assure that the policies and procedures throughout the mental health system of services are adequate to safeguard the rights of consumers as required by Public Act 258.

<b>BARRY COUNTY COMMUNITY MENTAL HEALTH AUTHORITY</b> 915 West Green Street Hastings, Michigan 49058	
<b>CATEGORY:</b> Recipient Rights <b>SUBJECT: RECIPIENT RIGHTS OFFICER</b>	<b>Page: 2 of 3</b>
<b>Effective Date:</b> 5/14/96  <b>Approved By:</b> _____ Executive Director  <b>Reviewed:</b>	<b>REQUIRED BY:</b>  <b>Mental Health Code</b>  <b>Administrative Rules</b>  <b>BCCMHA Policies and Procedures</b>

- A.3. Coordinate efforts with the MDHHS Office of Recipient Rights to assure that local interpretations of Public Act 258, the Administrative Rules, BCCMHA Policies and Procedures, and standards (as they relate to recipient rights) are compatible with MDHHS requirements.
- A.4. Submit written activity/status reports to the BCCMHA Recipient Rights Advisory Committee and appropriate others on a regular basis.
- A.5. Review periodically the adequacy of the rights program and coordinate mental health program policies and mechanisms relating to the rights of consumers.
- A.6. Report to the Executive Director on the effectiveness of the rights system.
- A.7. Incorporate additional duties delegated by the Executive Director provided that said duties are not in conflict with the basic purpose of the office.
- A.8. Prepare a semi-annual and annual report to be submitted to the Michigan Department of Health and Human Services by April 30<sup>th</sup> and December 30<sup>th</sup> of each year.
- A.9. Shall ensure that staff of the rights office will receive training each year in recipient rights protection
- A.10. Shall ensure that the rights officer/advisor will attend MDHHS-ORR training programs offered within 3 months of hire.
- A.11. A minimum of 36 contact hours of education or training over 3 years subsequent to Basic Skills, and in every 3 year period thereafter.

