

<b>POLICY AND PROCEDURE MANUAL</b>	<b>BCCMHA</b>	<b>PAGE 1 OF 4</b>
<b>CATEGORY – RECIPIENT RIGHTS</b>	<b>CHAPTER 10</b>	<b>SUBJECT O</b>
<b>RECIPIENT RIGHTS QUALIFICATIONS AND TRAINING REQUIREMENTS</b>	<b>REVISED 01/14/11 12/08/17 05/02/11 11/18/19 11/28/11</b>	<b>EFFECTIVE 10/25/10</b>

**I. PURPOSE**

To establish a policy that ensures that the recipient rights staff of Barry County Community Mental Health Authority (BCCMHA) are given access to training in recipient rights protection.

To ensure in-service training for all staff in the BCCMHA system and ensuring that all persons who work with consumers are aware of these rights within thirty (30) days after hire.

The BCCHA Office of Recipient Rights also serves as a resource for educating the public concerning the rights of mental health consumers and assures that all new consumers, parents of a minor, guardians or other legal representatives are notified of their rights guaranteed by Chapter 7 and 7A of the Mental Health Code.

**II. POLICY**

It is the policy of BCCMHA to promote continuing education to all recipient rights staff.

**III. STANDARDS**

Recipient Rights Staff:

1. The recipient rights staff must attend annual training in recipient rights protection [MHC 1755(2)(e)/RR Standard U1].
2. The recipient rights job description contains required education, training, and experience for the position [MHC 175(4)/RR Standard U3].
3. The Recipient Rights Officer must have the education, training and experience to fulfill the responsibilities of the office [MHC 1755(4)/RR Standard U2].
4. The Recipient Rights Officer, advisor and alternate must attend and successfully complete the MDHHS-ORR Basic Skills I and II Training Programs within three months of hire. (Basic Skills I and II are defined in attachment A) [CMHSP 6.3.2/RR Standard U4].

RECIPIENT RIGHTS TRAINING

5. The Recipient Rights Officer, advisor and alternate of service providers allowed/required by contract to establish their own rights system must attend the MDHHS-ORR Basic Skills Training Programs within three months of hire.
6. Every three years during employment, the Recipient Rights Officer/advisor and any alternates must complete recipient rights update training as specified by MDHHS-ORR. A minimum of 36 contact hours of education or training over years subsequent to Basic Skills, and in every three year period thereafter [MHC 1755(2)(e), CMHSP 6.3.2.3(A)/RR Standard U5]. A minimum of 12 of the 36 hours are approved as either Category I or II. MHC 1755(2)(e), CMHSP 6.3.2.3(A)/RR Standard U6]. Recipient Rights Staff must acquire at least three continuing education credits each calendar year [MHC 1755(2)(e), CMHSP 6.3.2.3(A)/RR Standard U7].
7. Every three years during employment, the Recipient Rights Officer/advisors and alternates of those service providers allowed/required by contract to establish their own rights system must complete the recipient rights update training as specified by MDHHS-ORR Education, Training and Compliance Unit.
8. Recipient Rights staff may request approval for other educational programs by utilizing the established approval process. See Attachment A for additional information.

BCCMHA Staff and Provider Staff:

1. Ensure that all individuals employed by BCCMHA, contract agency or licensed hospital receive training related to recipient rights protection before or within thirty (30) days after being employed. Ensure that annual training on Recipient Rights Content Requirements is completed by all BCCMHA employees, contracted agency or licensed hospital staff.
2. Please see Attachment B, MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18 Attachment C6.3.2.3B for more specific training requirements, including Content Requirements.
3. Education and training of recipient rights policies and procedures are provided to the BCCMHA Recipient Rights Advisory Committee who also acts as the Appeals Committee.
4. Implement an in-service training program on consumer rights for the CMH Board. See Attachment B for Content Requirements.

**RECIPIENT RIGHTS TRAINING**

See Attachment A, MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18 Attachment C6.3.2.3A for more specific information.

See Attachment B, MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18 Attachment C6.3.2.3A for more specific information.

**ATTACHMENTS**

Attachment A - MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18

Attachment B - MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18

**REFERENCES**

MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY18

**QUALITY IMPROVEMENT**

This policy/procedure will be evaluated by the Quality Improvement Committee on an annual basis to enhance and improve the quality.

At any time, employees can request in writing, on the form provided, that this policy or items in this policy be reviewed by the Quality Improvement Committee. Employee’s written requests can be given to any Quality Improvement Committee member.

When an area for improvement is indicated, the process for improvement as identified in the Quality Improvement Plan will be followed.

**APPROVED BY:**

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Richard Thiemkey  
Executive Director

Date

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Holly Hess, BS, QIDP, QMHP  
Recipient Rights Officer

Date

RECIPIENT RIGHTS TRAINING

REVIEW DATE

10/20/10  
01/12/11  
04/27/11  
11/16/11  
11/28/12  
11/20/13  
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