

## BARRY COUNTY COMMUNITY MENTAL HEALTH AUTHORITY POLICY AND PROCEDURE MANUAL

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| Policy: 7-N Recipient Rights Qualifications and Requirements                                                                                                  |                       | Application: BCCMHA Staff  |
| Approved: <u>Richard S. Thiemkey, M.A.</u><br><small>Richard S. Thiemkey, M.A. (Oct 21, 2025 15:14:01 EDT)</small><br>Richard Thiemkey, MA Executive Director |                       |                            |
| Reviewed<br>10/15/2025                                                                                                                                        | Revised<br>10/15/2021 | First Effective 10/25/2010 |

### 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 insuring that all persons who work with consumers are aware of these rights within thirty (30) days after hire.

The BCCMHA 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.

### POLICY

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

### PROCEDURES

#### Recipient Rights Staff:

1. The recipient rights staff must attend annual training in recipient rights protection [MHC 1755(2)(e)].
2. The recipient rights job description contains required education, training, and experience for the position [MHC 175(4)].
3. The Recipient Rights Officer must have the education, training, and experience to fulfill the responsibilities of the office [MHC 1755(4)].
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 ) [CMHSP 6.2.3.2].
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. Subsequent to Basic Skills the Recipient Rights Officer/Advisor and alternatives of those service providers allowed/required by contract to establish their own rights system must complete a minimum of 8 hours of

MDHHS approved education or training annually. [MHC 1755(2)(e), CMHSP 6.3.2.3]

7. 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 MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY25 Attachment C6.3.2.3 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

**ATTACHMENTS**

Continuing Education Requirements for Recipient Rights Staff Recipient Rights Training Standards for CMH and Provider Staff

**REFERENCES** MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY26