

# BARRY COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## POLICY AND PROCEDURE MANUAL

|  |                           |                            |
|--|---------------------------|----------------------------|
| 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. (Feb 4, 2026 15:57:15 EST)</small> |                           |                            |
| Richard Thiemkey, MA Executive Director  |                           |                            |
| Reviewed<br>1/21/2026  | Revised<br>12/17/2025     | 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 ensure 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 Officer must have the education, training, and experience to fulfill the responsibilities of the office [MHC 1755(4)].
2. The recipient rights job description contains required education, training, and experience for the position [MHC 1755(4)].
3. The Recipient Rights Officer, advisor and alternate must attend and successfully complete the MDHHS-ORR Basic Skills I and II Training Programs within 90days of hire. [CMHSP C6.3.2.3]
4. The Recipient Rights Officer, advisor and alternate of service providers allowed/required by contract to establish their own rights system must successfully complete the MDHHS-ORR Basic Skills Training Programs within three months of hire.
5. Staff of the office of recipient rights will receive training each year in recipient rights protection. [MHC 1755(2)(e)]. 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 C6.3.2.3]

6. Training courses or topics not directly presented or sponsored by MDHHS require prior approval from the MDHHS ORR Director of Education, Training and Compliance outlined in section II.C. of the MDHHS Recipient Rights Training Technical Requirement CMHSP C6.3.2.3.
7. Recipient rights staff should retain training verification documentation for a period of 4 years from the date of attendance including: title and identification number assigned by MDHHS, number of hours completed, providers name, verification of attendance, date and location of course. [CMHSP C6.2.3.2]

**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 that encompasses core learning areas outlined in CMHSP C6.3.2.3 Exhibit A.
2. Ensure that annual training on Recipient Rights Content Requirements is completed by all BCCMHA employees, contracted agency or licensed hospital staff. Annual training may focus on any of the core learning areas. [MHC 330.1755(2)(f)(i)].
3. Please see MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY25 Attachment C6.3.2.3 for more specific training requirements, including Core Learning Areas.
4. 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 [330.1755(2)(a)].
5. Implement an in-service training program on consumer rights for the CMH Board. See Attachment B for Content Requirements

**ATTACHMENTS**

**MDHHS Recipient Rights Training Technical Requirement CMHSP C.6.3.2.3**

**REFERENCES**

|   |        |      |
|---|--------|------|
| Mental  | Health | Code |
| MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY26 |        |      |