

Independent Haven

Client's Rights

Accountability: All Staff

Document No. 640.10

Reference:

POLICY: Clients will be informed of their rights and encouraged to exercise them to the fullest extent

PROCEDURE:

- On the first day of service initiation, 45-day meeting, and annually from admission date the client and legal guardian will receive a copy of their rights
 - These rights will be presented in an easily understood format
 - Independent Haven staff will explain to the client and their legal guardian that under no circumstances will they be asked to waive their rights as a condition of admission
 - After reviewing their rights, the client and/or legal guardian will be asked to sign the document indicating they received a copy of the client's rights and an explanation of its contents
- A copy of the Home Care Bill of Rights and the Service Recipient Rights for Clients Using SLS services will be available at each site. Clients and legal guardians will be informed 30 days prior to any changes to these rights
- Clients will be encouraged to exercise their rights. To the extent the individual requires assistance in exercising their rights, advocacy, or assistance will be provided
- Limitations and/or restrictions of a client's rights must be clearly identified and documented in their Coordinated Services and Support Plan Addendum (CSSPA) with approval of the Support Team, or at the request of a legal guardian
- Any and all limitations of any of the client's rights will be fully documented on the client's CSSPA. This documentation will include information on the following:
 - Why such limitations or restrictions exist
 - How any limitation or restriction will be managed by the program, including the plans to reduce or eliminate the need for the limitation or restriction, or justification as to why it cannot be reduced or eliminated
 - Copies of any court orders limiting or restricting an individual client's rights