



OFFICE OF RECIPIENT RIGHTS
 105 Hall Street, Suite A
 Traverse City, MI 49684
 Rights Access Line: 231-935-3873

RECIPIENT RIGHTS TRAINING PLAN

PROVIDER TYPE (applies to all employees, volunteers, and agents of a provider)	REQUIRED WITHIN 30 DAYS OF HIRE / INITIATION OF SERVICES	REQUIRED WITHIN 90-120 DAYS OF HIRE / INITIATION OF SERVICES	REQUIRED ANNUALLY (From date of Initial Self-Study Training)
CLINICAL (Licensed and/or Certified Mental Health and Health Professionals who administer, supervise, or provide community mental health services)	Self-Study <ul style="list-style-type: none"> • “Introduction to Recipient Rights” Other specialized self-study trainings: <ul style="list-style-type: none"> • “Person-Centered Planning / Family-Centered Practice” • “Advance Directives” • “Confidentiality and Disclosure” 	Classroom <ul style="list-style-type: none"> • “Rights of Individuals Receiving Mental Health Services: Clinical Track” 	Self-Study <ul style="list-style-type: none"> • “Introduction to Recipient Rights” Other specialized self-study or classroom trainings: <ul style="list-style-type: none"> • “Person-Centered Planning / Family-Centered Practice” • “Advance Directives” • “Confidentiality and Disclosure” • Other as requested from ORR by supervisor
DIRECT CARE / PARAPROFESSIONAL (Specialized Residential, CLS, SIL, PSR, Day Program, Prevocational Workshop, Supported Employment, Supportive Housing, etc.)	Self-Study <ul style="list-style-type: none"> • “Introduction to Recipient Rights” 	Classroom <ul style="list-style-type: none"> • “Rights of Individuals Receiving Mental Health Services: Direct Care Track” 	Classroom <ul style="list-style-type: none"> • Rights Refresher Other specialized self-study or classroom trainings
OTHER (Business Office, Clerical, Maintenance, Reception, etc.)	Self-Study <ul style="list-style-type: none"> • “Introduction to Recipient Rights” 	NA	Self-Study <ul style="list-style-type: none"> • “Introduction to Recipient Rights”

COURSE DESCRIPTIONS

CORE CURRICULA

- **“Introduction to Recipient Rights”** (Self-study – available on-line or in other electronic formats) REQUIRED FOR ALL EMPLOYEES, VOLUNTEERS, OR AGENTS OF A PROVIDER – WITHIN 30 DAYS OF HIRE / INITIATION OF SERVICES. This course provides an orientation to and an overview of the legal rights guaranteed to recipients of community mental health services.
- **“Rights of Individuals Receiving Mental Health Services”** (Classroom only):
These courses are presented in a lecture and interactive format and provide comprehensive training to help providers understand their obligations to promote and protect the civil and treatment/support rights of recipients guaranteed by law, including Civil Rights, Freedom from Abuse and Neglect, Confidentiality, Services Suited to Condition, Informed Consent, Person-Centered Planning/Family-Centered Practice, Individual Plan of Services, Rights of Residents of Facilities, and the Rights Protection System (Reporting Requirements, Complaint, Investigation, and Appeal).
 - a. **Direct Care Track** offered once per month, alternating locations between the Traverse City and Cadillac offices of NLCMH) REQUIRED FOR ALL DIRECT-CARE, OR PARAPROFESSIONAL EMPLOYEES, VOLUNTEERS, OR AGENTS OF A PROVIDER – WITHIN 90-120 DAYS OF HIRE / INITIATION OF SERVICES.
 - b. **Clinical Track** offered once per quarter, alternating locations between the Traverse City and Cadillac offices of NLCMH) REQUIRED FOR ALL CLINICAL EMPLOYEES, VOLUNTEERS, OR AGENTS OF A PROVIDER – WITHIN 90-120 DAYS OF HIRE / INITIATION OF SERVICES.
- **“Rights Refresher - Direct Care Track** (Classroom only - offered once per month, alternating locations throughout NLCMH 6 county service area or available upon request to groups of 20 or more) This course focuses on protecting rights in residential facilities, rehabilitative programs, supported independent living, and other support service settings. REQUIRED FOR ALL DIRECT-CARE OR PARAPROFESSIONAL EMPLOYEES, VOLUNTEERS, OR AGENTS OF A PROVIDER – ANNUALLY.

RIGHTS-SPECIFIC TRAININGS (Self-study – available on-line or in other electronic formats or classroom upon request):

- **“Person-Centered Planning / Family-Centered Practice”** This course provides an intensive study of the fundamentals of the person-centered planning process and the development of an Individual Plan of Services as required by the Michigan Mental Health Code, Administrative Rules, and the MDCH Person-Centered Planning Practice Guideline. It also provides an introduction to the principles of family-centered practice.
- **“Advance Directives”** This course provides an overview of the various informal and legal mechanisms available to competent adults under Michigan law that may help an preserve the individual’s wishes in the event of incapacity with a special focus on provider obligations to promote and protect a recipient’s rights specific to Psychiatric Advance Directives,
- **“Confidentiality and Disclosure”** This course provides in-depth training in confidentiality under various federal and state laws, for mental health, substance abuse, and other health services with intensive focus on the special obligations under the Mental Health Code, Code of Federal Regulations. HIPAA, and the Public Health Code, to protect a recipient’s confidential health (including HIV/AIDS), mental health, and substance abuse treatment information and the circumstances and conditions under which such information may be disclosed.
- **“Guardianship and Alternatives”** This course provides an overview of various forms, purposes, and limits of guardianship under Michigan law and an in-depth look at provider obligations to preserve a recipient’s decision-making autonomy.
- **“Mandatory Reporting Requirements”** (not yet available for self-study) This course provides specialized training in various mandatory reporting requirements under various laws including reporting Recipient Abuse and Neglect, Criminal Abuse, Child Abuse and Neglect, and Vulnerable Adult Abuse and Neglect.
- **“Informed Consent to Treatment”** (not yet available for self-study) This course provides intensive training in informed consent standards in voluntary and involuntary treatment.

ADVANCED RIGHTS TRAININGS (upon request, not available for self-study)

- **“Ethical and Legal Tensions in the Provision of Mental Health Services”** This course explores various ethical tensions that can occur when providing mental health services and explains how the law provides a roadmap for navigating this seemingly treacherous landscape.
- **“The Rights – Recovery Connection”** This course explains how rights support and are interdependent with recovery by outlining the history of the recovery movement as a civil rights movement, examining the current status of recovery efforts in the mental health system, and exploring how consumers and providers can overcome obstacles to providing recovery-oriented services.