

**RECIPIENT RIGHTS TRAINING PLAN - 2020**

<b>PROVIDER TYPE</b> (applies to all employees, volunteers, and agents of a provider)	<b>REQUIRED WITHIN 30 DAYS OF HIRE / INITIATION OF SERVICES</b>	<b>REQUIRED ANNUALLY (From date of Initial Training)</b>
<b>CLINICAL</b>  (Licensed and/or Certified Mental Health and Health Professionals who administer, supervise, or provide community mental health services)	<b>Classroom</b>  "Rights of Individuals Receiving Mental Health Services"	<b>Classroom</b>  "Recipient Rights Refresher – Clinical Staff"
<b>DIRECT CARE / PARAPROFESSIONAL</b>  (Specialized Residential Settings, Community Living supports in Supported Independent Living or Community arrangements, Day Programs, Respite, Prevocational Workshops, Supported Employment, Clubhouse, Peer Support, Drop-In Centers, Supportive Housing, etc.)	<b>Classroom</b>  "Rights of Individuals Receiving Mental Health Services"	<b>Classroom</b>  "Recipient Rights Refresher – Direct Care Staff"
<b>OTHER</b>  (Business Office, Clerical, Maintenance, Reception, etc.)	<b>Self-Study</b>  "Introduction to Recipient Rights"  <u>Online or Book format</u> <b><a href="http://www.northernlakescmh.org">www.northernlakescmh.org</a></b>	<b>Self-Study</b>  "Introduction to Recipient Rights"  <u>Online or Book format</u> <b><a href="http://www.northernlakescmh.org">www.northernlakescmh.org</a></b>

**COURSE DESCRIPTIONS**

- **"Introduction to Recipient Rights"** (Self-study – available on-line or book format) REQUIRED FOR STAFF THAT DO NOT PROVIDE DIRECT SERVICES – 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).
  - Direct Care and Clinical Staff** offered every three weeks, alternating locations between Leelanau Studios in Traverse City and the NLCMHA Cadillac office. REQUIRED FOR ALL LICENSED MENTAL HEALTH PROFESSIONAL EMPLOYEES, DIRECT-CARE OR PARAPROFESSIONAL EMPLOYEES, VOLUNTEERS, OR AGENTS OF A PROVIDER – WITHIN 30 DAYS OF HIRE / INITIATION OF SERVICES AND ONCE ANNUALLY.

Please make sure you are pre-registered and on time to our classes! Tardiness will not be tolerated during our Recipient Rights Training since it results in attendees missing training that may be essential to protecting the rights of our recipients. It is also disruptive for trainers and others in attendance. Employees or Providers who miss 15 minutes of the total training time will be asked to reschedule to the next Recipient Rights Training course.

Pre-registration is required. If an attendee is not pre-registered, the trainer may ask them to attend on a different date.