
Title	Northern Lakes CMH Policies
Part 105	Recipient Rights Protection System
Subpart A	Recipient Rights Protection System
Policy No.	105.108
Subject	Coordination of Rights Protection

Applicability

Policy applies to all Northern Lakes CMHA activities, operations and sites and to all employees except members of the governing body. Policy also applies to any Network Provider and its employees, volunteers, or agents that have elected to adopt and adhere to Northern Lakes CMHA policies and procedures pertaining to Recipient Rights under the terms of its Participating Provider Agreement.

Policy

A. The Director of the Office of Recipient Rights and Contract Management employees will coordinate for the protection of Recipient Rights for all contracted services in accordance with the Michigan Mental Health Code (PA 258 of 1974, MCL 330.1755) and the Michigan Department of Health and Human Services (MDHHS) Coordination of Rights Protection For Recipients of Contracted Mental Health Services Practice Guideline.

STANDARDS:

1. The Director of the Office of Recipient Rights will be consulted prior to establishing a contract with any new provider to determine if there are any known rights concerns for this provider.
2. The Contract Manager and the Recipient Rights Director will be notified in advance of the initiation of services to a recipient at a provider site not yet under contract.
3. Contract Management employees shall notify in advance the Recipient Rights Director upon the following:
 - a. A contractual relationship with any new provider; and
 - b. The provision of services at a new service site operated by an existing provider; and
 - c. The termination of services at an existing provider site; and
 - d. The termination of a contract with a provider.

4. A listing enumerating all current service provider contracts will be provided to the Recipient Rights Director as necessary to support rights functions. Information will be provided in a timely manner and include current information including:
 - a. The date the contract was initiated and the contract identification number.
 - b. The name, address, phone number, and fax of the chief administrator of the contracted provider.
 - c. A listing of each service site operated by the provider including the type of mental health service provided, the population(s) served, the name, address, county, and phone number of the site and the site manager or other contact person.
 5. Boilerplate contract language pertaining to recipient rights will be submitted to the Recipient Rights Director for review and approval. Disputes shall be brought to the attention of the Chief Executive Officer.
 6. Each contract shall include, at a minimum, provisions for assuring compliance with all core rights protection system requirements (see Exhibits 1, 2, 3, and 4). Additionally, in the event that the provider is allowed by contract to establish its own rights system, the contract shall include that the provider's Recipient Rights Director, Advisor, and alternate attend MDHHS required trainings (Basic Skills I and II and Developing Effective Training) within 30 days of hire.
- B. The Director of the Office of Recipient Rights and the Information Systems Officer will coordinate for the protection of all electronic recipient rights records.

STANDARDS:

1. In the event that a record of recipient rights should be removed from the electronic record, the following shall occur:
 - a. The Recipient Rights Director will complete a written request for the Information Systems Officer with explanation for request prior to Recipient Rights record deletion.
 - b. Information Systems Officer will access the record to make changes or deletions in compliance with appropriate record retention requirements.

Procedures

None.

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