CHS Group, LLC wants to ensure you are aware of your rights and that no one violates your rights. You have received the "Your Rights" booklet from someone at the Community Mental Health organization you work with. By law, CHS must write its own Recipient Rights policies based on the law. You can listen to the podcasts of "Your Rights" by going to www.chsgroupllc.com . Go to the "more" tab on the website and click on "Helpful Information" and then click on Podcasts of Your Rights. Or you can go directly to this address. http://www.michigan.gov/mdch/0,4612,7-132-2941_4868_4901-16988--,00.html

Below are CHS Group's Recipient Rights Policies. Please read and review the policies, then sign the form acknowledging you have read these. If you have any questions about the policies, please contact CHS Group at 734-240-0185.

RECIPIENT RIGHTS POLICIES:

CHS Group, LLC is a provider agency which services Community Mental Health Agencies and their affiliates. This policy covers CLS Instructors providing non-clinical in home and facility living support and respite services. CHS takes the necessary steps to ensure Recipients will be protected from rights violations while they are receiving services and support with our company.

Abuse and Neglect Policy

It is the policy of CHS Group that abuse and neglect will not be tolerated. The Recipient has the right not to be physically, sexually, or otherwise abused (including sexual harassment). If CLS Instructors report any suspicion of Recipient abuse to the Office of Recipient Rights, to the Police Department and/or Protective Services, CHS will cooperate in the prosecution of appropriate criminal charges against those who have engaged in unlawful abuse.

Change in Type of Treatment Policy

It is the policy of CHS Group that CLS Instructors assist and support the Recipient through a change in treatment. CLS Instructors should monitor and notify any observation or recommendations to the appropriate support services. CLS Instructors will assist Recipient with contacting a member of their support team with questions regarding their plan of service.

Communication and Visits Policy

It is the policy of CHS Group to provide support services as outlined in the plan of service that uphold the Recipient's right to have unimpeded, private, and uncensored communication with others by mail and telephone and to visit people of his or her choice. CLS Instructors will assist Recipients in obtaining contact information of those individuals the Recipient desires to contact. Individual limitations should be thoroughly documented in the plan of service.

Comprehensive Examinations Policy

It is the policy of CHS Group to assist Recipients with transportation and setting doctors appointments directly related to physical and mental examinations as stated in the IPOS. CLS Instructors shall provide relevant

observations of current behaviors that may provide additional insight through the exam process and development of the individual plan of service.

Confidentiality and Disclosure

CHS Group takes the privacy of personal health information (PHI) seriously. A number of laws and regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Act 258 and the Michigan Mental Health Code protect PHI. CLS Instructors are required to sign a receipt of acknowledgement of our confidentiality policy.

Consent to Treatment and Services Policy

It is the policy of CHS Group to advise the Recipient of their right to give consent in order to receive treatment or release confidential information. CLS Instructors can assist, if necessary, in contacting the appropriate support services for the Recipient to gain knowledge and understanding to make a voluntary decision to consent.

Rights to be Treated with Dignity and Respect Policy and to be Free from Humiliation

It is the policy of CHS Group that CLS Instructors treat Recipients and Recipient family members with dignity and respect. It is the policy that staff never treat Recipients in a humiliating way. CLS Instructors can provide information about our support services and screening process to the Recipient and the Recipient family members.

The culture and religion of the Recipient and their family must be respected. CLS Instructors may not leave religious pamphlets or make attempts to convert the Recipient or the Recipient family.

Fingerprinting, Photographing, Audio Taping, and Use of One-Way Glass Policy

It is the policy of CHS Group that a Recipient shall not be fingerprinted, photographed, audio recorded, or video recorded, except in the circumstances and under the conditions set forth:

- A Recipient 18 years of age or older (and does not have a guardian) may give signed consent for fingerprinting, photographs, video or audio recordings.
- The legal guardian of the Recipient may give signed consent for fingerprinting, photographs, video or audio recording.
- If the Recipient is less than 18 years of age, the parent with legal and physical custody of the Recipient may provide consent.

Medication Policy

It is the policy of CHS Group to provide medication administration only by approved, trained CHS staff. CHS will dispense only medications prescribed by a physician. CHS staff will not administer medications without a prescription. Recipients may take their own mediation without a prescription.

Freedom from Retaliation

It is the policy of CHS Group that no employee of CHS will retaliate against a Recipient or family member for any reason, including complaints made by the Recipient or family against staff or CHS.

Freedom of Movement Policy

It is the policy of CHS Group that Freedom of Movement is not limited by CLS Instructors.

Property and Funds Policy

It is the policy of CHS Group to support the Recipient's entitlement to receive, possess, and use all personal property and funds unless limited by law or limited in the IPOS. Our CLS Instructors provide assistance to the Recipient to access the money in his or her account, spend or otherwise use money as he or she chooses unless limited in the IPOS. CLS Instructors shall not use Recipients' money, credit cards, debit cards or receive gifts from Recipients. CLS Instructors and Recipient monies shall not be commingled. CLS Instructors shall not borrow, receive, or ask for loans from Recipients.

It is the policy of CHS Group that CLS Instructors are prohibited from selling anything to the Recipient or requesting that the Recipient look at goods/services the CLS Instructor sells. The CLS Instructor is prohibited from leaving catalogs or pamphlets with the Recipient or the Recipient's family.

Resident Labor Policy

It is the policy of CHS Group to provide support services to our Recipients at work and work training sites as defined in the plan of service. The CLS Instructor shall report to the appropriate personnel observations or concerns in work habit or work methods that are outside the plan of service or contradict with applicable federal and state labor laws including minimum wage.

Right to Entertainment Material, Information and News Policy

It is the policy of CHS Group to provide support services as outlined in the IPOS which upholds the Recipient's right to acquire, at a personal expense, and/or read written or printed material. CHS Group also upholds the Recipient's right to listen or to watch television, radio, recordings, or movies. All individual limitations should be justified and documented in the plan of service.

Use of Physical Management

It is the policy of CHS Group that physical management is not permitted by CHS staff except in circumstances under the conditions set forth or other law. Physical management may only be used on a Recipient in emergency safety situations and in compliance with law [Michigan Mental Health Code (PA 258 of 1974), MCL 330.1744), Michigan Department of Health and Human Services Administrative Rules (R330.7100 and R330.7243)] and this policy.

Physical management is defined as being physically held with no more force than is necessary by a CHS staff member in order to prevent the Recipient from physically harming himself, herself, or others.

Physical Management should only be used as a last resort after other means of de-escalation have been tried and have not been successful in reducing or eliminating the risk of harm and as consistent with the Individual Plan of Service.

Any physical management must be reported immediately to a supervisor at CHS Group and an Incident Report must be filled out and sent to the proper Recipient Rights Office.

Use of Restraint and Seclusion Policy

It is the policy of CHS Group that physical restraints may only be used in an emergency safety situation when a Recipient is at imminent risk of serious or non-serious physical harm to himself, herself, or others if no intervention occurs.

Physical restraints can only be used when less restrictive interventions were possible and were attempted immediately before using physical management, but were unsuccessful in reducing or eliminating the imminent risk of physical harm.

Physical restraint is defined as the use of a physical device to restrict an individual's movement. Restraint is any physical or mechanical device, material or equipment that immobilizes or reduces the ability of the recipient to move his arms, legs body or head freely for the purposes of management, control, or extinction of seriously aggressive, self-injurious or other behaviors that place the individual or others at risk.

This definition of restraint excludes supports used in PT or OT exercises which are used for the purpose of maintaining or improving functioning.

Services Suited to Condition in a Least Restrictive Setting Policy

It is the policy of CHS Group that the Recipient receives services suited to their condition in the least restrictive setting. CLS Instructors will support and encourage the Recipient's goals and objectives outlined in the plan of service.

Sterilization, Contraception, and Abortion Policy

It is the policy of CHS Group to assist a Recipient in setting appointments for family planning and health services according to the Recipient's request or identifying resources to gain relevant information.

Treatment by Spiritual Means

It is the policy of CHS Group to have CLS Instructors help the Recipient seek out resources for spiritual treatment at their request. Recipients shall be permitted treatment by spiritual means on request, or the request of the Recipient's guardian/parent of a minor Recipient. The Recipient must consent to such treatment.