


| Policy and Procedure Manual Saginaw County Community Mental Health Authority | | |
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| Subject: Recipient Rights – Advisory Committee as a Standing Committee of the SCCMHA Board | Chapter: 02 - Customer Service and Recipients Rights | Subject No: 02.02.02 |
| Effective Date: September 8, 1997 | Date of Review/Revision: 2/19/03, 7/25/07, 1/25/08, 11/27/16, 6/1/18, 1/8/19, 2/11/20, 2/9/21, 5/10/22 | Approved By: Sandra M. Lindsey, CEO |
| Supersedes: 06.02.01 | | Responsible Director: Tim Ninemire, Director of Customer Services & Recipient Rights |
|  <p>SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY</p> | | Authored By: Tim Ninemire |
| | | Additional Reviewers: None |

Purpose:

The purpose of this policy is to establish the practices of the Recipient Rights Advisory Committee that reports to the Saginaw County Community Mental Health Authority (SCCMHA) Board.

Policy:

The Resipient Rights Advisory Committee shall be established by the SCCMHA Board as a Standing Committee. It shall consist of at least 6 members. Membership shall include at least one Board Member. The Committee Members shall represent the various perspectives of the Saginaw County Community Mental Health Authority’s geographic area. At least 1/3 of the membership will be primary consumers or family members. At least ½ of the above 1/3 will be primary consumers. Specific duties are in accordance with Michigan Mental Health Code 330.1757.

Application:

This policy applies to the Recipient Rights Advisory Committee of SCCMHA, established by the SCCMHA Board.

Standards:

- 1) The Michigan Mental Health Code requires a standing committee to regularly review the aggregate data of ongoing investigations completed by the SCCMHA Office of Recipient Rights (ORR).

- 2) The SCCMHA Recipient Rights Advisory Committee serves as the Recipient Rights Appeals Committee.

Definitions:

None

References:

Michigan Mental Health Code 330.1755

Michigan Mental Health Code 330.1757

Exhibits:

None

Procedure:

| ACTIONS | RESPONSIBLE |
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| 1) Review and provide comments on the annual and semi-annual reports submitted by the Executive Director to the SCCMHA Board under Section 755 of the Michigan Mental Health Code. | 1) Recipient Rights Advisory Committee |
| 2) Meet at least two times annually to ensure all SCCMHA programs are following Recipient Rights guidelines. | 2) Recipient Rights Advisory Committee |
| 3) The meetings of the Recipient Rights Advisory Committee is open to the public. The agenda of the committee will include a review of the last quarter's report prepared by the Recipient Rights Officer, and any other issues relevant to the protection of the Rights of SCCMHA consumers. | 3) Recipient Rights Advisory Committee |
| 4) Maintain a current list committee members names and the interests they represent, maintained and available upon request | 4) Chief Executive Officer or their designee |
| 5) Protect the SCCMHA ORR from pressure that could interfere with the impartial, even-handed, and thorough performance of its functions. | 5) Recipient Rights Advisory Committee |
| 6) Serve in an advisory capacity to the Chief Executive Officer and the SCCMHA ORR. | 6) Recipient Rights Advisory Committee |
| 7) Committee members will receive annual training in the area of Recipient Rights policies. | 7) Recipient Rights Officer |

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| <p>8) Recommend candidates for the position of Recipient Rights Officer to the Chief Executive Officer when a vacancy occurs. The Chief Executive Officer will not relieve a Recipient Rights Officer without first consulting with the Recipient Rights Advisory Committee.</p> | <p>8) Recipient Rights Advisory Committee</p> |
| <p>9) This committee will serve as the Appeals Committee but may not conduct any Appeals business during a regularly scheduled Recipient Rights Advisory Committee meeting. The Appeals Committee must conduct its own meeting completely separate from the business of the Recipient Rights Advisory Committee.</p> | <p>9) Recipient Rights Advisory and Appeals Committee</p> |
| <p>10) Quarterly reports regarding aggregate data from Recipient Rights investigations will be submitted to the Recipient Rights Advisory Committee for their review.</p> | <p>10) Recipient Rights Officer</p> |
| <p>11) Reports from the SCCMHA ORR related to other activities to encourage staff and providers to improve in the area of rights protection for consumers will be submitted to the Recipient Rights Advisory Committee.</p> | <p>11) Recipient Rights Officer</p> |
| <p>12) The reviewed reports from the SCCMHA ORR will be forwarded on to the SCCMHA Board of Directors for acceptance during the regular report of the Recipient Rights Advisory Committee.</p> | <p>12) Recipient Rights Advisory Committee</p> |
| <p>13) Findings of the SCCMHA ORR will be reviewed annually.</p> | <p>13) Recipient Rights Advisory Committee</p> |
| <p>14) Committee meetings will be held subject to the Open Meeting Act and minutes shall be maintained and made available to individuals upon request.</p> | <p>14) Chief Executive Officer or their designee</p> |
| <p>15) An annual budget that assures adequate provision of recipient rights services to SCCMHA consumers will be reviewed and approved annually.</p> | <p>15) Recipient Rights Advisory Committee</p> |