


Policy and Procedure Manual Saginaw County Community Mental Health Authority		
Subject: Recipient Rights – Qualification Training for Recipient Rights Staff	Chapter: 02 - Customer Service and Recipients Rights	Subject No: 02.02.03
Effective Date: September 8, 1997	Date of Review/Revision: 2/19/03, 1/25/08, 6/29/09, 6/21/10, 2/21/12, 6/13/14, 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: 06.02.02.00	Responsible Director: Tim Ninemire, Director of Customer Services & Recipient Rights
		Authored By: Tim Ninemire Additional Reviewers: None

Purpose:

The purpose of this policy is to ensure Recipient Rights staff receive sufficient training in the area of recipient rights protection.

Policy:

It is the policy of Saginaw County Community Mental Health Authority (SCCMHA) that the Recipient Rights Officer and Recipient Rights Advisor shall receive ongoing education, training, and experience to fulfill the responsibilities of the office.

Application:

This Policy applies to the SCCMHA Office of Recipient Rights (ORR) to protect the Rights of consumers receiving services from SCCMHA or any of the SCCMHA Service Provider Network.

Standards:

- U1) The SCCMHA Recipient Rights Officer and Advisors will each receive training specific to the area of Recipient Rights protection annually.
- U2) The Recipient Rights Officer/Director and Advisor will have the education, training, and experience to fulfill the responsibilities of the office. The Recipient Rights Officer and Advisor will also be knowledgeable of the service array of SCCMHA and it's Provider Network as well as the Michigan Mental Health Code of the State of Michigan.

- U3) The education, training, and experience requirements for the positions of the Recipient Rights Officer/Director and Advisor are maintained in the job description for both positions.
- U4) The Recipient Rights Office Director, and all Rights Office staff (excluding clerical staff) shall attend and successfully complete the MDHHS ORR Basic Skills Training Programs within 3 months of hire.
- U5) The Recipient Rights Office Director and all Rights Office staff (excluding clerical staff) must comply with the requirements specified in the FY 2020 MDHHS Contract Attachment C6.3.2.3A “Continuing Education Requirements for Recipient Rights Staff”.
- U6) Rights Officers/Advisors and Alternates for service providers allowed/required by contract to establish their own rights system will each receive 36 hours of training (meeting the MDHHS ORR requirements) specific to the area of Recipient Rights protection every three years. A minimum of 12 of the required 36 hours must be either Category I or II.
- U7) The SCCMHA Recipient Rights Officer and Advisors will each receive at least 12 hours of training specific to the area of Recipient Rights protection annually.
- U8) The Recipient Rights Officer and Advisor, and alternates for hospital settings, where they are allowed to establish their own rights system are required to attend and successfully complete the MDHHS ORR Basic Skills Training Programs within 3 months of hire. It is also required to attend a Recipient Rights Update training as specified by the Department.
- U10) Records of the training of the Recipient Rights Officer/Director and Advisor will be kept by each Recipient Rights Officer/Advisor

Definitions:

Training specific to the area of Recipient Rights protection: Training acquired from MDHHS ORR, or other venue relating specifically to the Michigan Recipient Rights protection system or other training assisting in the area of investigative techniques.

References:

Michigan Mental Health Code 330.1755 (e)
FY 2019 CMHSP Attachment C6.3.2.3A Continuing Education Requirements for recipient rights staff

Exhibits:

None

Procedure:

None