

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL POLICY

NUMBER: RR042

NAME: RECIPIENT RIGHTS OFFICER QUALIFICATIONS & TRAINING

INITIAL APPROVAL DATE:	06/22/2002	BY: Administrative Committee
STAKEHOLDER REVIEW:	02/18/2025	BY: Recipient Rights Advisory Committee
(LAST) REVISION DATE:	02/16/2025	BY: Recipient Rights Officer
(LAST) REVIEW DATE:	02/20/2025	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

II. APPLICATION

Populations: **ALL**
Programs: **Direct - ALL**
Contracted - ALL

III. POLICY

It is the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) to hire Recipient Rights Officers who are qualified to safeguard rights of individuals receiving mental health services and to assure regular training for the Recipient Rights staff.

The Chief Executive Officer shall not select, replace or dismiss the Recipient Rights Officer without first consulting with the Recipient Rights Advisory Committee. The Recipient Rights Officer shall have no direct clinical service responsibility.

IV. QUALIFICATIONS

The Director of the Office of Recipient Rights must have the education, training, and experience to fulfill the responsibilities of the office. A Recipient Rights Officer shall minimally possess a high school diploma, some college classes preferred, BA degree preferred in human services field, management, public administration, social science or a law degree.

V. TRAINING

The Recipient Rights Officer and/or staff of the rights office shall receive training each year in recipient rights protection. It is required that the staff of the rights office will comply with the continuing education requirements identified in the MDHHS contract attachment. Each Recipient Rights Officer will receive a minimum of thirty-six [36] hours of education or training over three years subsequent to Basic Skills, and in every three year period thereafter. It is required that a minimum of 12 of the required 36 hours were approved as either Category I or II. It is required that rights staff acquire at least three continuing education credits each calendar year.

Within three months of hire, all Recipient Rights Officers will attend and successfully complete the Department of Health and Human Services, Office of Recipient Rights Basic Skills I and II training. The lead Recipient Rights Officer will also attend the Developing Effective Rights Training class. In situations where service providers on contract with Sanilac CMH are allowed

to establish their own Recipient Rights system, the same training must be completed within three months of hire.

VI. REFERENCES

- Mental Health Code 330.1755(4).
- DHHS/CMH Master Contract