

UFC CLIENT LEGAL AND HUMAN RIGHTS AND RESPONSIBILITIES POLICY

Policy

1. Universal Family Connection, Inc. services are voluntary. All clients have a right to refuse any services, treatment, specific treatment procedures, or medication, unless mandated by law or court order; and
2. Right to be informed of the consequences resulting from a refusal of treatment, treatment procedure or medication. Refusal to participate can include termination or discharge.

Procedures

1. Clients are instructed upon admission to services their right to refuse treatment, specific treatment procedures, or medication and a right to be informed of the consequences resulting from such refusal; and
2. A description of the route of appeal available when a client disagrees with the facility's decision, policies, or procedures.
3. Access to services is not denied on the basis of race, religion, ethnicity, disability, sexual orientation or HIV status. Clients have the right not to have services denied, reduced, suspended, or terminated for exercising their rights.
4. Services are provided in the least restrictive environment available.
5. Confidentiality of HIV status and testing and anonymous testing are protected by federal and state statutes as well as by program policy.
6. Clients have rights to nondiscriminatory access to services as specified in the American's With Disabilities Act of 1990.
7. Clients have the right to be notified of any client rights restriction(s) and to have parent or guardian notified as well. If any of your client rights are restricted, justification of such rights restriction will be documented in your case record. The parent and/or guardian and any agency designated by the client shall be notified of such restriction.
8. Clients are entitled to the rights outlined in the Mental Health and Developmental Disabilities Confidentiality Act, Chapter 2 of the Mental health and Developmental Disabilities code [405 ILCS5] and the Health Insurance Portability and Accountability Act (HIPPA) of 1996

9. Clients are not to be held or placed in restraints or locked rooms. No program shall allow the use of restraints or locked rooms except under personal medical supervision by a physician. Clients requiring restraints shall be transferred immediately to a facility that is capable of providing the necessary personnel and therapeutic environment, in the event such capabilities are not already present in the substance abuse treatment facility.
10. The right to contact the Guardianship and Advocacy Commission and Equip for Equality, Inc. Staff shall offer assistance to a client in contacting these groups, giving each client the address and telephone number of the Guardianship and Advocacy Commission and Equip for Equality, Inc.; located at 20 N. Michigan, Suite 300, Chicago, IL 60602 or by phone at (800) 537-2632, or by email at contactus@equipforequality.org.
11. Clients shall be offered staff assistance in contacting these organizations and informed of the process for reviewing grievances.
12. Access of public telephone for private communication with any person(s) by means of placing telephone calls.
13. If items are confiscated by facility policy, they are returned upon them leaving the premises, except illegal drugs and/or illegal weapons.
14. The right to wear one's personal clothing unless unusable, or medically or therapeutically contraindicated, as determined by agency policy and procedures, and documented in the clinical record.
15. Clients have the rights to submit a written statement if they in disagreement with any of their rights or treatment. The appeal will be reviewed by a multi-disciplinary staff meeting within 30 days of the written reply with the return within 7 days. If further appeal is required an administration hearing will be held which will include the Executive Director.
16. Clients have the right to contact the public payer or its designee and to be informed of the public payer's process for reviewing grievances.
17. The facility prohibits the use of threats, intimidations, assault, and battery toward or against clients under direction, authorization, or acquiescence of clinical staff, support staff, or volunteers. A record of grievances and responses will be maintained by UFC and decisions made will be final by the Executive Director.
18. Corporal punishment of any kind is forbidden by any staff member

or volunteer. Clients have the right to be free from abuse, neglect and exploitation.

19. All services offered in the facility will be available regardless of the source(s) of financial support.

If the facility administers psychotropic medications, the following rights and responsibilities shall apply.

1. When medications are prescribed, the statement shall state that the client has the right to the extent permitted by law, to refuse specific medications.
2. Psychotropic medication shall be reviewed by a physician for each client at least every ninety (90) days.
3. Clients shall be advised in writing by the physician administering psychotropic medication, of medication side-effects.
4. Clients shall be advised in writing of their rights to refuse medication services.
5. Psychotropic medications may not be administered to clients against their will without court approval.
6. Client will not use drugs (including marijuana or alcohol) before coming to the facility, near facility, or while at facility.
7. Drugs may not be given or sold to any other facility clients at anytime.
8. Smoking cigarettes in the facility is prohibited.
9. Insult, hurt or threats at facility will incur suspension.
10. Giving out confidential information about other clients is not permitted.
11. Client will not take, misuse or damage the facility's property, its other clients, or staff.

As staff member of this provider, I affirm that I have explained these rights to the client in a language or a method of communication he/she understands and believe these rights to have been understood. Documentation of this explanation shall be placed in the clinical record.

Client signature

Date

Staff Signature

Date