



The Family Healing Center, Inc

Substance Abuse Client Rights

A. Each client of Family Healing Center has all the following rights:

1. To be treated with consideration and respect for his/her personal dignity, autonomy, and privacy;
2. To service in a humane setting which is the least restrictive feasible as defined in the treatment plan;
3. To be informed of one's condition, of proposed or current services, treatments, or therapies, and of the alternatives;
4. To consent to or refuse any service, treatment, or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment, or therapy on behalf of a minor client;
5. To a current, written, individualized service plan that addresses one's own mental health, social and economic needs, and that specifies the provision of appropriate services, as available, either directly or by referral;
6. To active and informed participation in the establishment, periodic review, and reassessment of the service plan;
7. To freedom from unnecessary or excessive medication;
8. To freedom from unnecessary restraint or seclusion;
9. To participate in any appropriate and available FHC service, regardless of refusal of one or more services, treatments, or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity which precludes and/or requires the client's participation in other services. This necessity shall be explained to the client and written in the client's current service plan;
10. To be informed of and refuse any unusual hazardous treatment procedures;
11. To be advised of and refuse observation by techniques such as one-way vision mirrors, tape recorders, televisions, movies, or photographs;
12. To have the opportunity to consult with independent treatment specialists or legal counsel, at one's own expense;
13. To confidentiality of communications and of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal statutes, unless release of information is specifically authorized by the client or parent or legal guardian of a minor client or court-appointed

guardian of the person or an adult in accordance with rule 5122:2-3-11 of the Administrative Code;

14. To have access to one's own psychiatric, medical or other treatment records, unless access to particular identified items of information is specifically restricted for that individual client for clear treatment reasons in the client's treatment plan. "Clear treatment reasons" shall be understood to mean only severe emotional damage to the client such that dangerous or self-injurious behavior is an imminent risk. The person restricting the information shall explain to the client and other persons authorized by the client the factual information about the individual client that necessitates the restriction. The restriction must be renewed at least annually to retain validity. Any person authorized by the client has unrestricted access to all information. Clients shall be informed in writing of FHC policies and procedures for viewing or obtaining copies of personal records;
15. To obtain a personal advocate when the client does not feel that they can adequately make decisions regarding their treatment, the client feels their treatment needs can best be met through the use of a personal advocate, the client has a grievance and would like to be represented by an advocate;
16. To obtain one free copy of his record according to KRS 422.327.

The personal advocate may have the following role and responsibilities:

- i. Assuring that client is receiving quality continuity of care as a client of FHC.17
- ii. Assisting the client in understanding their Individual Service Plan (ISP) and assisting the client in making decisions and giving input on their ISP.
- iii. Participating in all aspects of the client's treatment as an advocate for the client.
- iv. In the case of a grievance, the personal advocate may one as a "voice for the client".

To obtain a personal advocate a client may:

- i. Express their need for a personal advocate to their primary counselor. A personal advocate can be assigned from FHC staff if the client so requests.
- ii. Or the client may specify an individual that they would like FHC to appoint as an advocate.
- iii. Information regarding the personal advocate should be given to the primary counselor and a session with the

advocate will be scheduled to discuss their role and responsibilities prior to treatment services beginning.

- iv. All clients who request the use of a personal advocate must sign a statement indicating the name of the advocate and the advocate's level of participation in their treatment.
- 17. To be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of that event;
- 18. To receive an explanation of the reasons for denial of services;
- 19. The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle, physical or mental handicap, developmental disability or inability to pay;
- 20. To know the costs of services;
- 21. To be fully informed of all rights;
- 22. To exercise any and all rights without reprisal in any form including continued uncompromised access to services;
- 23. To file a grievance; and
- 24. To have oral and written instructions for filing a grievance.

B. FHC has appointed a Client Rights Officer who is responsible to accept and oversee the process of any grievance filed by a client, or other person. That person is:

Tim Dixon, Client Rights Officer
The Family Healing Center, INC
241 East Main Street
Morehead, Kentucky 40351
606.548.1502

- C. The staff Family Healing Center will explain any and all aspects of client rights and grievance procedure upon request.
- D. A copy of this Client Rights Statement will be distributed to each applicant or client at the intake or next subsequent appointment in writing and orally. These rights will be distributed by the person performing the intake or by the client's primary service provider.
 - a. In a crisis or emergency situation, the client or applicant will be verbally advised of at least the immediate pertinent rights, such as the right to refuse the offered treatment and the consequences of that agreement or refusal. Written copy and verbal explanation may be delayed to the subsequent meeting.
 - b. Clients or recipients of community services, (information and referral, consultation, mental health education or prevention,

training) may be provided a copy and explanation of the client rights policy upon request.

Clients are responsible for:

- A. Keeping Appointments
- B. Attending all Education, Intervention, DUI counseling appointments on time.
- C. Keeping confidentiality of any client that is in their group counseling session, DUI School, or IOP group. This includes not talking about someone or telling their information to anyone outside of the group. Client will be required to discuss any problems with group or facilitator.
- D. Paying all costs for services. A cost sheet will give to each DUI client, substance abuse client, or IOP client before services are rendered
- E. Arriving to counseling sessions, education, etc sober.

- Any violations of these services may result in loss of services or having to start services over. If services are denied due to a violation, the client's case worker, lawyer, judge, etc. will be notified. Any violations will be reported to the CEO or DUI Assessor, who will determine appropriate consequences according to The Family Healing Center's policies and guidelines.

Signature of Client: _____

Date: _____

Signature of DUI Assessor _____

Date: _____

Signature of Program Administrator _____

Date: _____