

# HIAWATHA BEHAVIORAL HEALTH BOARD

## Administrative Policy

Chapter: Recipient Rights  
Section: Recipient Rights Advisory Committee (6.19)  
Approved: 7/20/09  
Rescinds: 6.19 - Dated 5/17/04  
Review Committee: Recipient Rights Advisory Committee  
Review Date: 7/16/09

I. Purpose:

To establish a means for appointment of members and to list the roles and responsibilities of the committee.

II. Policy:

The Hiawatha Behavioral Health Authority shall appoint a Recipient Rights Advisory Committee consisting of at least six members. The membership shall be broadly based so as to best represent the varied perspectives of the Hiawatha Behavioral Health geographic area. At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3, at least 1/2 shall be primary consumers.

III. Procedures:

A. Meetings of the Recipient Rights Advisory Committee are subject to the Open Meeting Act, (Act No. 267 of the Public Acts of 1976), being sections 15.261 to 15.275 of the Michigan Compiled Laws. Minutes shall be maintained and made available to individuals upon request.

B. The Recipient Rights Advisory Committee shall:

1. Schedule and attend advisory committee meetings and report to the Hiawatha Behavioral Health Board on a quarterly basis. (More frequent as necessary).
2. Assist the Rights Officer(s) in standardizing policies and procedures that are in compliance with the Michigan Mental Health Code, CARF, and Department of Community Health Office of Recipient Rights and Department of Community Health Administrative Rules.

a. Review the recipient rights policies and rights system of Hiawatha Behavioral Health.

3. Serve in an advisory capacity to the Chief Executive Officer and to the Office of Recipient Rights.

4. Monitor the activities of the rights office, and protect the office of recipient rights from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions.

5. Recommend candidates for the director of the office of recipient rights to the Chief Executive Officer, and consult with the Chief Executive Officer regarding any proposed dismissal of the Recipients Rights Officers or the director of the office of recipient rights.

6. Define and implement goals for the Recipient Rights Advisory Committee, to include review on a quarterly basis and dissemination of results of that review.

7. Maintain a current list of members' names to be made available to individuals upon request.

8. Maintain a current list of categories represented to be made available to individuals upon request.

9. Review and provide comments on the semi - annual and annual report submitted by the Chief Executive Officer to the Hiawatha Behavioral Health Board under section 330.1755 of the Michigan Mental Health Code.

10. Review the process for funding the Hiawatha Behavioral Health Office of Recipient Rights annually.

11. Serve as the appeals committee for a recipient's appeal under section 330.1784 of the Michigan Mental Health Code.

a. Appeal committee meetings are not subject to the open meeting act and are held in a closed session.

12. Any member of the appeals committee who has a personal or professional relationship with an individual involved in an appeal shall abstain from participating in that appeal as a member of the committee.

C. Non-employee members shall receive per diem and mileage expenses per Board Administrative Policy 4.9 – Board Reimbursement.

#### IV Cross Reference and Legal Authority:

A. Act 258 of the Public Acts of 1974, as amended, Mental Health Code Section(s) 330.1757 and 330.1784