

Client Personal Rights

REQUIRED FORM:

This form is a required document in the client file

WHEN:

Completed at Intake/Admission

COMPLETED BY:

Authorized agency representative

REQUIRED ELEMENTS:

- **Client Signature:** Client must sign and date the form.

CLIENT PERSONAL RIGHTS:

Providers may use their own version of the Client Personal Rights form. In accordance with Alcohol and/or Other Drug Program Certification Standards, the Client Personal Rights form must include the following seven (7) elements:

1. The right to confidentiality as provided for in HIPAA and Title 42, Code of Federal Regulations, part 2.
2. The right to be accorded dignity in contact with staff, volunteers, board members, and other individuals.
3. The right to be accorded safe, healthful and comfortable accommodations to meet his or her needs.
4. The right to be free from verbal, emotional, physical abuse and/or inappropriate sexual behavior.
5. The right to be informed by the program of the procedures to file a grievance or appeal discharge.
6. The right to be free from discrimination based on ethnic group identification, religion, age, gender, race, sexual orientation, or disability.
7. The right to be accorded access to his or her file.

COMPLAINT PROCESS:

Clients shall be informed at admission of their right to express complaints or feedback about the services they have received without becoming subject to any discrimination, penalty, sanction or restriction, and the various means of sharing this information shall be reviewed with the client.

CLIENT SIGNATURE AND COPY: The client must review, sign, and be provided at admission, a copy of the Client Personal Rights form. The program shall place the original signed document in the client's file.