

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 3</b>	<b>Member Rights and Responsibilities</b>		
<b>Section: 1</b>	<b>Recipient Rights System</b>		
<b>Topic: 2</b>	<b>Training/Qualification</b>		
<b>Page: 1 of 4</b>	<b>Supersedes Date:</b> <b>Pol: 9-19-03, 9-20-01</b> <b>6-18-98</b> <b>Proc: 1-22-2020, 3-</b> <b>30-11, 3-11-08, 7-26-</b> <b>05, 3-10-05, 10-21-03,</b> <b>9-19-03</b>	<b>Approval Date:</b> <b>Pol: 10-16-03</b> <b>Proc: 9-27-2024</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that the BABHA Recipient Rights Advisory Committee members, Recipient Rights Office staff, other BABHA employees and contract providers are qualified to fulfill their responsibilities to protect the rights of BABHA's recipients of services.

**Purpose**

This policy and procedure are established to ensure that the Recipient Rights Office staff, Recipient Rights Advisory Committee members and other BABHA employees and contracted provider staff is trained to fulfill their responsibilities to protect the rights of BABHA recipients.

**Education Applies to:**

- All BABHA Staff
- Selected BABHA Staff, as follows:
- All Contracted Providers:     Policy Only     Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only     Policy and Procedure
- BABHA's (Affiliates):     Policy Only     Policy and Procedure

**Definitions**

N/A

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**Procedure**

- A. The BABHA Recipient Rights Advisory Committee membership shall be oriented to the Michigan Department of Health and Human Services (MDHHS) recipient rights requirements and BABHA recipient rights policies and procedures.
- B. The Chief Executive Officer shall ensure that the Rights Office staff will comply with the continuing education requirements identified in the contract attachment.
- C. The BABHA Recipient Rights Appeals Committee membership shall be trained in appeals processes in accord with MDHHS requirements.
- D. The Chief Executive Officer shall attend and successfully complete the Basic Skills Training program within one year of hire.
- E. The Director of the Office of Recipient Rights, Rights Advisors and staff of the Recipient Rights Office shall attend and successfully complete the Basic Skills Training program within 90 days of hire and annual training in recipient rights protection thereafter. All staff employed or contracted to provide recipient rights services will complete a minimum of 36 contact hours of education or training over a 3-year period. The 36 contact hours obtained must be in rights-related activities and must fall within one or more of the categories identified by MDHHS. At least 3 credits must be earned each calendar year. A minimum of 12 contact hours must be obtained in programs classified as Category I or II. No more than 12 credits in a 3-year period may be earned through the use of online learning resources.
- F. The Director of the Office of Recipient Rights shall have the education, training and experience necessary to fulfill the responsibilities of the office.
- G. Employed staff persons of the Board and employed staff persons of providers of service contracting with the Board shall be trained, by a person certified to train, in the statutory protection of Recipient Rights within thirty (30) days of hire. A record of this required training shall be maintained in a file substantiating the qualifications of employees, both BABHA employed and contract provider employed, and be available for inspection upon

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authorized request.

- H. Training curriculums used by BABHA and its contracted provider network shall be limited to those sanctioned by the MDHHS.
- I. The BABHA Recipient Rights Office will conduct recipient rights training directly to insure BABHA employees and contract provider staff are familiar with Recipient Rights Office staff and local policy and procedure interpretations. Other training arrangements must be approved in advance by the BABHA Recipient Rights Office.

**Attachments**

N/A

**Related Forms**

N/A

**Related Materials**

N/A

**References/Legal Authority**

Michigan Mental Health Code 330.1752 and 330.1755

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<b>SUBMISSION FORM</b>				
<b>AUTHOR/ REVIEWER</b>	<b>APPROVING BODY/COMMITTEE/ SUPERVISOR</b>	<b>APPROVAL /REVIEW DATE</b>	<b>ACTION (Deletion, New, No Changes, Replacement or Revision)</b>	<b>REASON FOR ACTION - If replacement list policy to be replaced</b>
Sara Heydens	Robert Blackford	3/11/08	Revision	New training requirements set forth by MDCH-ORR
Linda Maze	Robert Blackford	3/30/11	Revision	Amended to updated MDCH-ORR training requirements
	Robert Blackford	12/31/12		Triennial review-no changes
Melissa Prusi	Christopher Pinter	6/27/16	Revision	Triennial review-minor changes to update state agency name from MDCH to MDHHS
Melissa Prusi	Christopher Pinter	07/01/2019	Revision	Annual and Triennial review minor revisions.
Melissa Prusi	Christopher Pinter	1/22/20	Revision	Added language about continuing education for RR staff
Melissa Prusi	Christopher Pinter	10/1/2021	No changes	Triennial review-no changes
Melissa Prusi	Christopher Pinter	09/27/2024	Updated language	Reflect MDHHS ORR Standards