COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL				
Chapter **Program Quality**	**Section** **Recipient Rights**	**Chapter** **05**	**Section** **01**	**Subject** **22**
Subject **Recipient Rights Advisory Committee**	**Authorization**		**Approved: 04/30/96** **Replaces: 07/26/88**	

Updated: October 2024; Reviewed/No Update: October 2025

I. PURPOSE: To establish a Recipient Rights Advisory Committee and specify its duties and functions.

II. APPLICATION: All mental health programs, services, and facilities operated or contracted by the Gogebic Community Mental Health Authority (GCMHA).

III. DEFINITIONS: Primary Recipient **-** an individual who has received or is receiving services from the Michigan Department of Health and Human Services or a Community Mental Health Services Program, or services from the private sector equivalent to those offered by the Department or a Community Mental Health Services Program.

IV. POLICY: To protect the Office of Recipient Rights from pressure that could interfere with impartial, evenhanded, and thorough performance of its duties.

V. PROCEDURE: The Advisory Committee shall:

1. RE: Committee
- **a)** Meet at least semiannually or as necessary to carry out its responsibilities.
- **b)** Elect a chairman for said committee.
- **c)** Assure that minutes are taken.

2. RE: Recipient Rights Office
- **a)** Act as a resource to the Recipient Rights Office.
- **b)** Serves to advise the Rights Officer on issues.
- **c)** Assists the Rights Officer in standardizing policies and procedures that are in compliance with the Mental Health Code, Emergency Rules and Standards.
- **d)** Provides a linkage with the GCMHA Board.
- **e)** Can add duties to be performed by the Officer but cannot conflict with the Office of Recipient Rights.

3. RE: Chief Executive Officer
- **a)** Advises the CEO regarding appointment of the Recipient Rights Officer.
- **b)** Advises the CEO regarding termination of the Officer.
- **c)** Serves to recommend to the CEO needs of the Rights Office.
- **d)** Serves to advise the CEO on issues, if need be.

4. RE: Board
- **a)** Provide the Board with an annual report on the activities of the Advisory Committee.
- **b)** Assure that the policies and procedures developed by the Officer and Advisory Committee are approved by the Board through the CEO.

c) Appeal to the GCMHA Board if a disagreement with the CEO regarding dismissal of the officer.

5. Appointment Availability and Accessibility

a) Members of the Advisory Committee shall be appointed by the GCMHA Board. Maintain a current list of member's names to be made available to individuals upon request.

b) The Advisory Committee shall be broadly based so as to best represent the varied perspectives of the GCMHA Board's geographic area. A current list of categories represented on the committee shall be maintained and made available to individuals upon request.

c) Information and communication to the GCMHA Board will be channeled through the Board Chairperson.

d) The CEO shall be accessible to the Advisory Committee.

e) The Officer shall be appointed by the CEO with the advice of the Recipient Rights Advisory Committee who shall appoint a selection committee to assist the CEO in determining nominees to be reviewed for possible appointment by the CEO.

f) The CEO may not replace or dismiss the Officer of Recipient Rights without the advice of the committee.

g) The Advisory Committee is a committee of the GCMHA Board.

h) The Advisory Committee shall advise the Officer of Recipient Rights on issues but shall not discuss actual cases.

i) The Advisory Committee, as a committee of the GCMHA Board, is subject to the By-Laws of the Board.

j) The membership of the Advisory Committee shall be comprised of one GCMHA Board member and five (5) members selected from the community at large and appointed by the GCMHA Board. At least 1/3 of the membership shall be primary recipients or family members, and of that 1/3, at least 1/2 shall be primary recipients. All members shall have equal voting privileges.

k) The Advisory Committee members shall participate in scheduled committee meetings.

6. Appeals Committee: The Recipient Rights Advisory Committee shall act as the Appeals Committee for the GCMHA Board in accordance with Section 330.1757 and Section 330.1784 of the Mental Health Code. The Recipient Rights Advisory Committee may, by contract, be designated and act as the Appeals Committee for any Licensed Private Hospital providing inpatient services under contract with the Community Mental Health Authority.

VI. REFERENCES AND LEGAL AUTHORITY: Sections 330.1757 and 330.1784 of the Michigan Mental Health Code.

VII. EXHIBITS: None