

Pathway Family Center
22180 W. Nine Mile
Southfield, MI
48034

517-335-8582

STRATTON, INC.
42320 ANN ARBOR ROAD
PLYMOUTH, MI 48170
FACSIMILE, COVERSHEET.

DATE: 6/29/93

FROM: Helen Gowanny

TO: Kathryn Cieszynski

SUBJECT: OSAS Licensing
Documentation
Pathway Family Center

15 PAGES, INCLUDING THIS COVERSHEET.

***** HAVE A GOOD DAY *****

Kathryn - we still are not quite sure
how to do the Organizational Chart.
Could you fax us a sample? Also - Policy #'s
112-117 are forthcoming. Thank You!

NOTICE OF INTENT
Mailing List

FAMILY SERVICE
Detroit and Wayne County
30716 Michigan Ave.
Westland, MI 48135
(313) 595-8855

HASENBROCK HOSPITAL
1525 University Dr.
Auburn Hills, MI 48007
(313) 873-2200

HAROLD E. FOX CENTER
CHILD/Adolescent Services
St. Joseph Mercy Hospital
900 Woodward
Pontiac, MI 48341-4965
(313)

WRIGHTON HOSPITAL ADOLESCENT TREATMENT CENTER
18351 East Grand River
Brighton, MI 48116-2566
(313) 271-1211

TURNING POINT RESIDENTIAL CENTER
943 Woodward Ave.
Pontiac, MI 48059
(313) 332-2996

BEYER MEMORIAL HOSPITAL
135 S. Prospect Street
Pontiac, MI 48135
(313)

GATEWAY COMMUNITY SERVICES
910 Abbots Rd.
Suite 400
East Lansing, MI 48823
(517) 251-4000

Mailing List - continued

SOUTHFIELD POLICE DEPARTMENT
26000 Evergreen
Southfield, MI 48037
(313) 354-4720

OAKLAND COUNTY JUVENILE COURT
2401 E. Fourth Street
Royal Oak, MI 48067
(313) 379-2650

HARRISON HIGH SCHOOL
29995 W. 12 Mile Rd.
Farmington Hills, MI 48018
(313) 477-3315

NOTICE OF INTENT

Pathway Family Center has applied for a license through the Michigan Office of Substance Abuse Services. The license will allow us to provide family oriented adolescent substance abuse services.

Comments should be directed to:

Oakland County Health Division
Substance Abuse Control
1200 N. Telegraph Rd.
Pontiac, MI 48053
313-358-0001

PATHWAY FAMILY CENTER

POLICY: Confidentiality Policies and Procedures

POLICY #: _____

SECTION: _____

EFFECTIVE DATE: _____

APPROVED BY: _____

REVISION DATE: _____

Administrator

POLICY STATEMENT: It is the policy of this program to insure compliance with the 1987 Federal Regulations governing the confidentiality of alcohol and drug abuse client records.

RESPONSIBILITY

PROCEDURE

Counselor

1. Written consent to be obtained by both the client and by the client's parent/guardian at time of admission to facilitate proper disclosure of client information in the following areas:
 - a. School/educational records
 - b. Previous treatment records
 - c. Insurance reimbursement for treatment costs
 - d. Family and collateral agreement
 - e. Court/probation officer contact
 - f. Local police notification
2. Client records shall be kept in an enclosed office behind a locked door. Clients/parents shall not have free access to this office or the records contained therein. Only counselors and administrative staff shall have keys to this office.
3. Clients and parents shall not have access to reviewing their clinical file except as authorized by the program administrator.
4. All staff employed by Pathway Family Center shall receive a copy of Federal Confidentiality Regulations and sign a statement reflecting their receipt and understanding of said regulations.
5. All guests and visitors to the program who have contact with or access to clients shall sign a statement reflecting their understanding and compliance with confidentiality guidelines.

PATHWAY FAMILY CENTER

POLICY #:

PAGE 1

SECTION: PATIENT MANAGEMENT

EFFECTIVE DATE: 7/1/93

TITLE: RECEPIENT RIGHTS
RULES AND REGULATIONS

REVISION DATE:

As required by R 325.14302 of the Administrative Rules for Substance Abuse Service Programs in Michigan, the following policies and procedures were considered and adopted by majority vote of our governing authority on 7/1/93

Specific Recipient Rights

Listed below are the specific recipient rights adopted by the governing authority:

- (1) A recipient as defined in the 1981 OSAS Administrative Rules for Substance Abuse Service Programs in Michigan shall not be denied appropriate service on the basis of race, color, national origin, religion, sex, age, mental or physical handicap, marital status, sexual preference, or political beliefs.
- (2) The admission of a recipient to this program, or the provisions of prevention services, shall not result in the recipient being deprived of any rights, privileges, or benefits which are guaranteed to individuals by state or federal law or by the state or federal constitution.
- (3) A recipient may present grievances or suggested changes in program policies and services to the program staff, to governmental officials, or to another person within or outside the program. In this process, the program shall not in any way restrain the recipient.
- (4) A recipient has the right to review, copy, or receive a summary of his or her program records, unless in the judgment of the Program Director, such actions will be detrimental to the recipient or to others for either of the following reasons:
 - (a) Granting the request for disclosure will cause substantial harm to the relationship between the recipient and the program or to the program's capacity to provide services in general.
 - (b) Granting the request for disclosure will cause substantial harm to the recipient.

If the Program Director determines that such action will be detrimental, the recipient is allowed to review non-detrimental portions of the record or a summary of the record. If a recipient is denied the right to review all or part of his or her record, the reason for the denial shall be stated to the recipient. An explanation of what portions of the record are detrimental and for what reasons, shall be stated in the client record and shall be signed by the Program Director.

All requests to review records will be directed to the Program Director who is the only staff member authorized to grant such requests.

(5) A program staff member shall not physically or mentally abuse or neglect or sexually abuse a recipient as the terms "abuse" and "neglect" are defined in the OSAS Administrative Rules.*

(6) A recipient has the right to review our written fee schedule. Any revisions of fees will be approved by the governing authority and all recipients will be notified at least two weeks in advance. The program intake worker will give each applicant a summary of our fees during the Intake Interview.

(7) A recipient is entitled to receive an explanation of his or her bill upon request, regardless of the source of payment.

This responsibility has been assigned to the office manager. The program orientation materials inform recipients of the procedure to follow to obtain the explanations from the office manager.

(8) Should this program engage in any experimental or research procedure, any or all recipients will be advised as to the procedures to be used, and have the right to refuse participation in the experiment or research without jeopardizing their continuing services. State and federal rules and regulations concerning research involving human subjects will be reviewed and followed.

(9) A recipient shall participate in the development of his or her treatment plan.

*Counseling staff will inform recipients that development of a treatment plan is a cooperative effort between counselor and client. It is the policy of this program that both the client and counselor sign the treatment plan** and any major revisions of that plan.*

(10) A client has the right to refuse treatment and to be informed of the consequences of that refusal. When a refusal of treatment prevents this program from providing services according to ethical and professional standards, the relationship with the recipient may be terminated, with the Program Director's written approval, upon reasonable notice. Reasons for termination will be recorded in the client's case file in the discharge summary.

(11) Upon admission, each client/resident is provided with program/house rules, which are also posted in public places in the program. These program/house rules inform new clients/residents of the infractions which can lead to discharge. The rules also describe the mechanism for appealing a discharge decision and which staff have authority to discharge. The client/resident signs a form that documents that a written copy of program/house rules has been received and questions about it answered. This form is maintained in the client/resident's client file. Discharge is for a period of at least 30 days.

(12) A recipient shall have the benefits, side effects, and risks associated with the use of any drugs fully explained in language which is understood by the recipient. The Program Medical Director is responsible for providing this explanation or for designating staff to do it. All clients receiving medication must sign an informed consent form.

(13) A recipient has the right to give prior informed consent, consistent with federal confidentiality regulations, for the use and future disposition of products of special observation and audiovisual techniques, such as one-way vision mirrors, tape recorders, television, movies, or photographs.

(14) Fingerprints may be taken and used in connection with treatment or research or to determine the name of a recipient only if expressed written consent has been obtained from the recipient. Fingerprints shall be kept as a separate part of the recipient's record and shall be destroyed or returned to the recipient when the fingerprints are no longer essential to treatment or research.

(15) A recipient has the right to associate and have private communications and consultations with his or her physician and attorney.

- 16) These policies and procedures shall be provided to each member of the program staff. Each staff member shall review this material and shall sign a form which indicates that he or she understands, and shall abide by this program's recipient rights policy and procedure. *It is the responsibility of the Program Director to insure that each staff member fully comprehends the intent of the policies and procedures.* A copy of the signed form will be maintained in the staff member's personnel file; a second copy will be retained by the staff member.
- 17) The Program Director shall designate one staff member to function as the Program Rights Advisor. The rights advisor shall:
- (a) Attend all OSAS training pertaining to recipient rights.
 - (b) Receive and investigate all recipient rights complaints independent of interference or reprisal from program administration.
 - (c) Communicate directly with the Coordinating Agency Rights Consultant when necessary.
- 18) The staff member designated as rights advisor shall not be a provider of counseling services where staffing permits.
- 19) Rights of recipients shall be displayed in a public place on a poster to be provided by OSAS. The poster will indicate the designated rights advisor's name and telephone number *and the regional rights consultant's name, address, and phone number.*
- 20) As part of the intake or admission process each recipient will receive a brochure which summarizes recipient rights. *The brochure must either have been provided by OSAS, or been approved by OSAS.*
- 21) *It is the responsibility of the intake worker or counselor to explain each right listed on the brochure to the recipient. The recipient will then be requested to sign the rights acknowledgment form to indicate understanding of the rights. If he or she refused to sign, then the refusal and reason given is noted in the client file by the intake worker.*
- 22) If the recipient is incapacitated, he or she shall be presented with the previously mentioned brochure, explanation of rights, and opportunity to document understanding of the rights as soon as feasible, but not more than 72 hours after admission.
- 23) The procedure to be followed when the rights advisor receives a formal complaint is described in detail in the January, 1982 OSAS Recipient Rights Procedures Manual. It is this program's policy that the Program Rights Advisor follow the procedures outlined in that manual.