



**CENTRA WELLNESS NETWORK  
PROCEDURE 03.24 RECIPIENT RIGHTS ADVISORY COMMITTEE**

**I. PURPOSE STATEMENT:**

Centra Wellness Network's (CWN) Governing Body establishes and evaluates policies and related procedures as required by statutory and contractual obligations.

CWN reserves the right in its sole discretion to adopt and implement policies and procedures that ensure a safe, functional and professional workplace that operates with integrity using person-centered focus and planning, trauma informed practices and respect of others, cultural sensitivity and transparency in communication and practice. Organizationally and in practice, CWN is responsive to the needs of clients, community and staff.

Any statements and procedures are subject to review and/or unilateral change, modification, suspension or cancelation in whole or in part of any published/unpublished policies or procedures without notice and without having to give cause, justification, or consideration to any employee. Recognition of these rights and prerogatives of CWN is a term and condition of and maintaining employment.

Policies and Procedures are approved by the Board and/or upon recommendation by the Executive Director or his/her designee.

**II. APPLICATION:**

Agency Wide.

**III. DEFINITIONS:**

N/A

**IV. POLICY STATEMENT:**

The intent of this procedure is to ensure that CWN establish a Recipient Rights Advisory Committee consistent with Section 757 of the Michigan Mental Health Code.

**V. PROCEDURES:**

A. The Recipient Rights Advisory Committee shall serve to advise the Board, Executive Director and the Rights Officer in areas relating to Recipient Rights, consistent with the Michigan Mental Health Code. More specifically the committee shall:

1. Protect the Rights Officer from pressures that could interfere with impartial, even-handed and thorough performance of his/her duties.
2. Recommend candidates to direct the Office of Recipient Rights to the CWN Executive Director, when a vacancy occurs. The committee shall consult with the CMH Director prior to the replacement or dismissal of the Rights Officer.
3. Meet not less than four times annually, or as often as necessary to carry out the responsibilities required by the DCH Administrative Rules (7037.1)
4. Consist of a minimum of six members. The membership shall represent the varied perspectives of Manistee and Benzie Counties. At least one third of the committee shall be primary recipients or family members and one half of that one third shall be primary recipients. The Board will endeavor to achieve a balanced representation from both counties on the committee. None of the members shall be employed by Centra Wellness Network or MDHHS. A current list of committee members, names and the interests they represent shall be maintained and available upon request.
5. The committee members shall serve in a voluntary capacity and may be reimbursed for mileage and expenses.
6. Review and comment on the operation and funding of the Office of Recipient Rights on an annual basis to assure compliance with rights protection requirements throughout the Board's service delivery system. The committee and Director shall confer prior to any substantial changes to the

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rights system, and shall appeal to the CMH Board if in disagreement. Substantial changes include alterations to levels of funding, or staffing, or to functions required in code, rules or guidelines.

7. Review and provide comments on the annual and semi-annual report prepared by the rights office regarding compliance with rights protection requirements throughout the Board's service delivery system. The reports shall include summary data, by category, of the complaints received and investigated; the number of substantiated rights violations by category and provider; remedial action taken; training received by rights staff and training provided by rights staff to agency and contract employees; desired outcomes established for the rights office by the rights advisory committee; and the rights advisory committee's recommendations to the CWN Board.
8. Review new and revised policies and procedures that pertain to rights protection and make recommendations to the Board regarding their approval.
9. The Recipient Rights Advisory Committee will conduct meetings complying with the Open Meetings Act, NO. 267 of the Public Acts of 1976, MCL 15.261 to 15.275. Meeting minutes are maintained and available to individuals upon request.
10. The Recipient Rights Advisory Committee is designated by the Board to serve as the Appeals Committee and as such receive and act on appeals filed by complainants who are dissatisfied as a result of the action taken in response to a rights complaint filed with the Rights Officer.

**VI. EXHIBITS:**  
N/A

**VII. REFERENCES:**

<b>Authority and Related Directives Trace</b>	
Federal	
State	MHC 330.1757, 330.1774
NMRE	
County	Interlocal Agreement of December 1992 Section IX(j),
CARF	CARF 2022 Behavioral Health Standards
Other	Board By-laws