



## Board Policy

**Policy Title:** Recipient Rights Advisory Committee

**Policy #:** 05-001-0080

**Effective Date:** 03/ /2025

**Approved by:** SCCCMH Board

**Functional Area:** Office of Recipient Rights

**Responsible Leader:** Sandy O'Neill, Recipient Rights Director

**Policy Owner:** Sandy O'Neill, Recipient Rights Director

**Applies to:** Contracted Network Providers, Direct Operated Programs, SCCCMH Board Members, SCCCMH Staff

Deleted:

**Purpose:** SCCCMHA shall appoint a Recipient rights advisory committee per the Michigan Mental Health Code 330.1757

### I. Policy Statement

It is the policy of the St. Clair County Community Mental Health (SCCCMH) Board of Directors that the Recipient Rights Advisory Committee, a standing committee of the SCCCMH Board of Directors, will meet the requirements established in Section 757 of the Michigan Mental Health Code.

Formatted: Font: Italic

### II. Standards

- A. The membership of the Recipient Rights Advisory Committee (RRAC/Committee) shall consist of at least six (6) members and be broadly based so as to best represent the varied perspectives of the residents of St. Clair County.
- B. At least 1/3 of the membership of the RRAC shall be recipients or family members of recipients, and of that 1/3, at least 1/2 shall be recipients.
- C. The RRAC shall do all of the following:
  - 1. Meet at least semi-annually to carry out its responsibilities.
  - 2. Maintain a current list of members' names to be made available to individuals upon request.
  - 3. Maintain a current list of categories represented by the Committee's membership to be made available to individuals upon request.

Formatted: Font: Italic

4. Protect the *Office of Recipient Rights* from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions.
  5. Recommend candidates for Director/Officer of the Office of Recipient Rights to the Chief Executive Officer and consult with the Chief Executive Officer regarding any proposed dismissal of the Director/Officer of the Office of Recipient Rights.
  6. Serve in an advisory capacity to the Chief Executive Officer and the Director/Officer of the Office of Recipient Rights.
  7. Review and provide comments on the annual report submitted by the Chief Executive Officer to the SCCCMH Board of Directors under Section 755 of the Michigan Mental Health Code.
  8. As designated by the SCCCMH Board of Directors, the Committee will serve as the Recipient Rights Appeals Committee. See [Board Policy #05-001-0050, Appeals of Recipient Rights Complaint Findings and Dispute Resolution](#), for more information.
  9. Reviews the funding of the Office of Recipient Rights on an annual basis and documents their recommendations in their meeting minutes.
- D. Meetings of the Recipient Rights Advisory Committee are subject to the Open Meetings Act, Act No. 267 of the Public Acts of 1976, being Sections 15.261 to 15.275 of the Michigan Compiled Laws. Minutes shall be maintained and made available to individuals upon request.
- E. In addition to the statutory requirements noted above, the SCCCMH Board of Directors assigns the Recipient Rights Advisory Committee the following tasks:
1. Recipient Rights Training: To review and/or make recommendations about Recipient Rights Training within the SCCCMH System, for the following levels:
    - a. SCCCMH Board of Directors
    - b. SCCCMH and Contract Agency Staff Members
    - c. Recipient Rights Director/Advisors

Note: The Committee is encouraged to review training modules prepared by the Office of Recipient Rights (ORR), or after reviewing the SCCCMH-ORR Annual Report make recommendations for training to address systemic issues.

2. Recipient Rights Policy Development: To annually review the SCCCMH [Board Policy #05-001-0005, Recipient Rights](#) and to make recommendations to improve the functioning of the SCCCMH Rights Protection System.

3. Incident Report Statistical Review: The Committee will review aggregate statistics to consider whether trends are developing in specific programs/service arrangements, so that training or other action may be taken to improve service outcomes.
  4. Parent/Guardian Monitoring Program: The Committee will oversee, as an intermediary for the SCCCMH Board of Directors, the Parent/Guardian Monitoring Program to ensure recipients residing in specialized licensed residential facilities live in a safe, clean, and healthy environment and are treated with dignity and respect.
- F. Committee membership and length of terms:**
1. Staff of direct-operated or contract agencies shall not be eligible for membership on the Committee; however, members of mental health related associations (e.g. The Arc of St. Clair County, National Alliance on Mental Illness, etc.), shall be eligible to serve as Committee members.
  2. Committee member appointments will be for one year. Appointments shall be voted on by the SCCCMH Board of Directors on an annual basis. The SCCCMH Board of Directors may appoint members for an unlimited number of consecutive terms.
- G. Conduct of business.** A quorum will consist of a number of members that is greater than 50% of the members in attendance at each meeting and must include at least one (1) SCCCMH Board member.

### III. Procedures, Definitions, and Other Resources

#### A. Procedures

##### Responsibilities

| Position                         | Responsibilities   |
|----------------------------------|--|
| <u>SCCCMH Board Chairperson</u>  | <u>Recommends appointment to the committee, consults with the RRAC</u>   |
| <u>Recipient Rights Director</u> | <u>Asks for potential appointment or re-appointment of a committee member, serves as the support staff to the RRAC, schedules the RRAC meetings, provides meeting minutes, provides initial training to new members, brings reviews and/or reports to the committee for review</u> |
| <u>SCCCMH Board of Directors</u> | <u>Votes on appointments to the RRAC</u>   |
| <u>RRAC Chairperson</u>          | <u>Provide updates to the SCCCMH board.</u>  |

**Actions**

| Action Number | Responsible Stakeholder  | Details   |
|---------------|--|---|
| 1.0           | SCCCMH Board Chairperson   | 1. Recommend the appointment of six or more members to the Recipient Rights Advisory Committee. In addition, select a chairperson and vice-chairperson for the Recipient Rights Advisory Committee.   |
| 2.0           | Recipient Rights Director  | 2. Ask, through an annual re-appointment letter, any potential Committee member if they can make a commitment to serve on the Recipient Rights Advisory Committee, prior to the selection of and final board appointment of members to the Recipient Rights Advisory Committee.   |
| 3.0           | SCCCMH Board Chairperson   | 3. Consult with the Recipient Rights Advisory Committee Chairperson on a periodic basis; part of this consultation will include an update on attendance of members to determine future re appointments.   |
| 4.0           | SCCCMH Board of Directors  | 4. Vote on appointments to the Recipient Rights Advisory Committee on an annual basis and documents the appointments in its meeting minutes.  |
| 5.0           | Recipient Rights Advisory Committee Chairperson or SCCCMMH Recipient Rights Director | 5. Provide periodic updates to the SCCCMMH Board of Directors on Committee activities.  |
| 6.0           | Recipient Rights Director  | 6. Serve as support staff to the Recipient Rights Advisory Committee; the Recipient Rights Director will be an ad-hoc, non-voting member of the Committee.<br>7. Schedule Recipient Rights Advisory Committee meetings as necessary; Ensure follow-up actions are completed.<br>8. Provide meeting minutes to the Recipient Rights Advisory Committee and circulates/disseminates important documents to Committee members.<br>9. Provide an initial orientation and Recipient Rights Orientation Manual to all new members prior to their attendance at their first meeting, unless the member's or Recipient Rights Director's schedule will not permit. If schedules do not allow for orientation prior to the member's first meeting, the Recipient Rights Director will provide the information as soon as possible.<br>10. Bring periodic reports on Incident Reporting and Parent/Guardian Monitoring Program results to the Recipient Rights Advisory Committee for review. |

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

Deleted: s

**B. Related Policies**

[Board Policy #05-001-0005, Recipient Rights](#)

[Board Policy #05-001-0050, Appeals of Recipient Rights Complaint Findings and Dispute Resolution](#)

Formatted: Indent: Left: 0.81"

**C. Definitions**

1. *Office of Recipient Rights (ORR)*: The office created by the Michigan Mental Health Code that is subordinate only to the SCCCMH Chief Executive Officer, and that is responsible for investigating, resolving, and assuring remediation of apparent or suspected recipient rights violations, and assuring that mental health services are provided by SCCCMH and its provider network in a manner that respects and promotes the rights of recipients as guaranteed by Chapters 7 and 7A of the Michigan Mental Health Code, P.A. 258 of 1974, as amended.
2. *Recipient*: Means an individual who receives mental health services from the Michigan Department of Health and Human Services (MDHHS), a community mental health services program, or a facility or from a provider that is under contract with the MDHHS or a community mental health services program.
3. *Recipient Rights Advisory Committee*: A committee appointed under Section 757 of the Michigan Mental Health Code.

**D. Forms**

N/A

**E. Other Resources** (i.e., training, secondary contact information, exhibits, etc.)

N/A

**F. References**

1. Michigan Mental Health Code, Sections 330.1755, 330.1757, 330.1774, and 330.1784

**IV. History**

- Initial Approval Date: 10/1989
- Last Revision Date: 11/2023 BY: Telly Delor
- Last Reviewed Date: 09/2023
- Non-Substantive Revisions: N/A
- Key Words: [RRAC, Rights Committee, Recipient Rights Advisory](#)