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RECIPIENT RIGHTS**Written Policies**

The facility will establish written policies that protect recipients' legal rights, promote quality of life, and maintain their sense of dignity and self-determination. The chief executive officer will be responsible for assuring the staff complies with these policies.

Notification of Rights

All recipients, families, and/or responsible parties will sign a statement verifying that they have been fully informed verbally and in writing at the time of admission, and when changes occur during the recipient's stay in the facility, of the following information:

- The facility's rules and regulations,
- The recipients' rights,
- The recipients' responsibilities to obey all rules and regulations and respect the personal rights and private property of the residents, and
- Rules for conduct at the time of recipient admission and subsequent changes during their stay in the facility.

Changes in the recipient rights or responsibilities will be conveyed both verbally and in writing to each recipient, family, and/or responsible party at the time of or before the change.

Receipt of the change will be acknowledged in writing by each capable recipient, family member, and/or responsible party. This written acknowledgment will be witnessed by a third person.

Each recipient must be fully informed in writing of all chargeable services available in the ICF/DD. This will include any charges for services not paid for by Medicaid or not included in the facility's basic rate per day charges. The facility must provide this information either before or at the time of admission and on a continuing basis as changes occur in services or charges during the recipient's stay.

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Legislation**Civil Rights Act Of 1964 (Title VI)**

Title VI of the **Civil Rights Act of 1964** states, "No persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The facility will meet the following criteria in regards to the above-mentioned Act:

- **Compliance**

The facility will be in compliance with **Title VI** of the **Civil Rights Act of 1964** and will not discriminate, separate, or make any distinction in housing, services, or activities based on race, color, or national origin.

- **Written Policies**

The facility will adopt and implement written policies for compliance with the Civil Rights Act. All employees and contract service providers who provide services to recipients will be notified in writing of the Civil Rights policy.

- **Community Notification**

The facility will notify the community that the ICF/DD activities and services are provided to recipients without regard to race, color, or national origin. The notice to the community may be given by letters to and meetings with physicians, local health and welfare agencies, paramedical personnel, and public and private organizations having interest in equal opportunity. Notices published in newspapers and signs posted in the facility may also be used to inform the public.

- **Housing**

All recipients will be housed without regard to race, color, or national origin. ICF/DDs will not have dual accommodations to effect racial segregation. Biracial occupancy of rooms on a nondiscriminatory basis will be required. There will be a policy prohibiting assignment of rooms by race. Recipients **will not be asked** if they are willing to share a room with a person of another race, color, or national origin. Recipient transfer will not be used to evade compliance with Title VI of the Civil Rights Act of 1964.

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- **Open Admission Policy**

An open admission policy and desegregation of the ICF/DD will be required, particularly when the facility previously excluded or primarily serviced recipients of a particular race, color, or national origin. Facilities that exclusively serve recipients of one race have the responsibility for taking corrective action, unless documentation is provided that this pattern has not resulted from discriminatory practices.

- **Recipient Services**

All recipients will be provided medical, non-medical, and volunteer services without regard to race, color, or national origin. All administrative, medical and non-medical services are covered by this requirement.

An ICF/DD's staff will provide recipient services without regard to race, color, or national origin.

The facility also must not discriminate in hiring or firing of employees including contractual and consultative capacities.

Section 504 of the Rehabilitation Act of 1973

Facilities will comply with **Section 504** of the **Rehabilitation Act of 1973** that states, "No qualified person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance."

Age Discrimination Act of 1975

This act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance. All ICF/DDs must be in compliance with this act.

Americans with Disabilities Act Of 1990

All facilities must be in compliance with this act.

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Recipient Rights**Resident Bill Of Rights**

Upon admission to the facility, the ICF/DD shall provide to each recipient or their responsible party a copy of the residents' bill of rights. Each recipient must:

- Be fully informed by a physician of his health and medical condition unless the physician decides that informing the resident is medically contraindicated,
- Be given the opportunity to participate in planning his total care and medical treatment,
- Be given the opportunity to refuse treatment, and
- Give informed, written consent before participating in experimental research.

If the physician decides that informing the recipient of his health and medical condition is medically contraindicated, it must be documented in the recipient's record.

Each recipient must be transferred or discharged in accordance with the discharge plans in the IHP and/or the procedures on transfers and discharges as stated in this manual. (See Sections 26.2 Covered Services and 26.5 Transfers and Discharges)

Recipients must be encouraged and assisted in exercising their rights as a recipient of the facility and as a citizen. Recipients must be allowed to submit complaints or recommendations concerning the policies and services of the ICF/DD to staff and/or to outside representatives free from restraint, interference, coercion, discrimination, or reprisal. This includes the right to due process.

Recipients must be allowed to manage his/her personal financial affairs and taught to do so to the extent of individual capability. If a recipient requested assistance from the facility in managing his/her personal financial affairs, the request must be in **WRITING** and the facility must comply with the record keeping requirements of this manual.

Recipients must be free from physical, verbal, sexual or psychological abuse or punishment. Recipients must be free from chemical and physical restraints unless the restraints are used in accordance with recipient health and habilitation regulations. (Refer to Section 26.3 Recipient Behavior)

Privacy

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Recipients must be treated with consideration, respect, and full recognition of their dignity and individuality and must be given privacy during treatment and care of personal needs. Recipients' records, including information in an automated database, must be treated confidentially. Recipients must give written consent before the facility may release information from their records to anyone not authorized by law to receive it.

A married recipient must be given privacy during visits by his/her spouse. If both husband and wife are residents of the facility, they must be permitted to share a room.

No recipient may be required to perform services for the facility. Those recipients who work by choice for the facility must be compensated for their efforts at prevailing wages and commensurate with their abilities.

Each recipient must be allowed to:

- Communicate, associate, and meet privately with individuals of his choice, unless this infringes on the rights of another recipient(s),
- Send and receive personal mail *unopened*, and
- Have access to telephones with privacy for incoming and outgoing local and long distance calls except as contraindicated by factors identified within his/her IHP.

Recipients must be allowed to participate in social, religious, and community group activities.

Recipients must be allowed to retain and use their personal possessions and clothing as space permits.

Recipients may be allowed to have burial insurance policy(s). The ICF/DD's administrator or designee, with the recipient's permission, may assist the recipient in acquiring a burial policy, provided that the administrator, designee, or affiliated persons derive no financial or other benefit from the resident's acquisition of the policy.

Violation of Rights

A person who submits or reports a complaint concerning a suspected violation of a recipient's rights, services or conditions in an ICF/DD, or who testifies in any administrative or judicial proceeding arising from such complaints, will have immunity from any criminal or civil liability unless that person has acted in bad faith with malicious purpose, or if the court finds that there was an absence of a justifiable issue of either law or fact by the complaining party.