



Standards of Conduct for Basic Rights of Persons Served

Every person receiving services has:

- a. The right to individual and appropriate supports and related services in a setting that is fully integrated in the greater community and maximizes individual choice.
- b. The right to have all information presented in a manner which is understandable by the person served and reflects his/her cultural considerations and barriers to communication such as limited English proficiency, hearing or visual limitations, or other barriers to comprehension.
- c. The right to assert grievances with respect to infringement of guaranteed rights through appropriate mechanisms. When notified that a person served does not agree with a recommendation made by his/her team or for any other grievance, it is the responsibility of the employee to guide the person through the grievance procedure in order to obtain resolution to his/her problem. Other mechanisms available to the person served are the Human Rights Advisory Standing Committee, Coordinator of Community Services or Regional Advocate Specialist.
- d. The right to be informed at the point of admission into a program, and at the annual person centered planning meeting thereafter, of the Basic Rights, and the name, address, and telephone number of each Committee member. The person’s guardian and family members having contact with the person shall also be informed of the person’s rights, and the name, address and telephone number of each Committee member.
- e. The right to be informed of and select, on an on-going basis, a program of supports and services among available options and at various locations.
- f. The right to be present and direct, to the extent possible, the development and implementation of his/her person centered plan and all related services on an on-going basis.
- g. The right to direct or participate in all decision making.
- h. The right to positive supports, services and interventions based on the needs, preferences and consent of the person as incorporated in the person centered plan.
- i. The right to freedom from abuse, neglect and humiliation.
- j. The right to a setting that ensures privacy, dignity, respect and freedom from coercion and restraint which optimizes independence in life choices.
- k. The right to a setting that is physically accessible to the person including equipment and resources that maximize individual independence.
- l. The right to execute a Supportive Service Agreement (if applicable) upon admission and annually thereafter, unless changes are required in the interim.
- m. The right to have meals or snacks at the time and place of his/her choice, unless otherwise specified in the person centered plan.
- n. The right to receive visitor of his/her choice and visit/communicate privately, unless otherwise specified in the person centered plan or under civil or criminal court imposed restrictions.
- o. The right to confidentiality of and access to his/her records in accordance with the appropriate federal, state and local laws and regulations.
- p. The right to have all information in an official record accurate and complete.
- q. The right to receive legal representation in a place and manner where communication is private.
- r. The right to worship as he/she chooses.
- s. The right to manage his/her personal financial affairs in accordance with his/her ability and the right to an accounting of all funds belonging to him/her that are held or otherwise administered by the Agency.
- t. The right to select and access licensed healthcare practitioner(s) of his/her choice at his/her expense.
- u. The right to possess, use and secure his/her personal belongings, property and space unless otherwise specified in the person centered plan.
- v. The right to be informed, able to select and access community activities with the level of support and assistance necessary as indicated in his/her person centered plan.
- w. The right to be protected from research activities without his/her informed consent to participate. Any projects considered shall be reviewed and receive approval by a recognized institutional research board prior to involving people served.
- x. The right to seek and obtain work, both within the Agency and in the community, for which he/she shall receive appropriate compensation.
- y. The right to access self-help support services and advocacy support services.

The rights described in this section shall supplement but do not replace any statutory or constitutional rights. Each person has the right to exercise the rights described above without intimidation or reprisal. Such rights shall not be abridged without due process.

My rights were discussed with me today.

Person’s Name

Person’s Signature/Date

Staff’s Signature/Date