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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
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| SUBJECT: Recipient Rights Advisory Committee | Section: 3100B |
| Effective Date: April 25, 2006 | Revised Date:  |

1. The Board of the Montcalm Care Network will establish a Recipient Rights Advisory Committee. The Recipient Rights Advisory Committee will:
	1. Receive, review and recommend to the Board of the Montcalm Care Network for approval, rights related policies and procedures for each service;
	2. Review and provide comments on the report submitted by the Director of the

Montcalm Care Network to the Board of the Montcalm Care Network under

Section 755 of the Mental Health Code;

* 1. Meet at least four times annually to ensure Montcalm Care Network programs meet Recipient Rights guidelines;
	2. Maintain a current list of committee members' names and the interests they represent and be made available upon request;
	3. Protect the rights office from pressure that could interfere with the impartial, even-handed, and thorough performance of its functions;
	4. Serve in an advisory capacity to the Director of the Montcalm Care Network and the rights office.
	5. Receive education and training in Recipient Rights policies and procedures;
	6. Serve as the Appeals Committee, as described in Section 784 of the Mental Health

Code;

* 1. Recommend candidates to head the rights office to the Director of the Montcalm

Care Network when a vacancy occurs;

* 1. Be a component of Quality Assessment and Performance Improvement;
	2. Submit quarterly reports to the Quality Assessment and Performance Improvement Steering Committee and the Board of the Montcalm Care Network;
	3. Review the funding for the rights office annually
1. Communications from the Recipient Rights Advisory Committee will be from the Committee Chairperson to the Director of the Montcalm Care Network and the Director of the Montcalm Care Network to the Board of the Montcalm Care Network.
2. The Recipient Rights Officer will not be dismissed without the Director of the Montcalm Care Network consulting the Recipient Rights Advisory Committee.
3. Meetings of the Recipient Rights Advisory Committee are subject to the Open Meetings Act.
4. Minutes of the Recipient Rights Advisory Committee will be maintained and made available to individuals upon request.