Chapter: **RECIPIENT RIGHTS**
Title: **RECIPIENT RIGHTS TRAINING**

Prior Approval: 07/14/2025
Current Approval: 11/02/2026

Proposed by: Traci Smith — Chief Executive Officer — 11/02/2026 — Date

Approved by: Al Lorenzo — County Executive Office — 11/02/2026 — Date

I. ABSTRACT

This policy establishes the standards and procedures for the Macomb County Community Mental Health (MCCMH) Office of Recipient Rights (ORR) and for assurance that all team members and independent contractors of its network providers receive Recipient Rights training.

II. APPLICATION

This policy shall apply to the Certified Community Behavioral Health Clinics (CCBHC) in Macomb County, directly-operated provider team members, independent contractors, volunteers; as well as MCCMH contracted network provider employees and volunteers.

III. POLICY

It is the policy of MCCMH that protection of the rights of recipients of its provider network shall be fostered through the provision of Recipient Rights training to ensure that all persons who work with recipients are aware of Recipient Rights issues and maintain compliance with Recipient Rights' standards and procedures.

IV. DEFINITIONS

A. Staff
MCCMH team members, independent contractors, volunteers, interns, or students. Any employees, independent contractors, volunteers, interns, or students of any MCCMH contracted network providers or those of a Macomb County CCBHC.

V. STANDARDS

A. All staff shall receive Recipient Rights training as a part of MCCMHs New Employee Orientation.

B. All staff in contract residential homes shall receive Recipient Rights training as a part of the direct care training component offered by MCCMH.

C. Staff shall receive training in Recipient Rights from the MCCMH ORR or another Michigan County Community Mental Health Office of Recipient Rights.

D. Staff of the MCCMH ORR shall receive training in Recipient Rights protection not less than annually. A record of training activities by office staff shall be recorded and maintained.

E. New staff MCCMH, its designated collaborating organizations (DCO), and any Macomb County CCBHC shall complete a face-to-face Recipient Rights training within thirty (30) days from the date they begin work at MCCMH, an MCCMH DCO, or a Macomb County CCBHC and a refresher training annually thereafter.

F. Staff of MCCMH contract providers (excluding DCOs and Macomb County CCBHCs) shall complete a face-to-face Recipient Rights training within thirty (30) days from the date they begin work at the provider and a refresher training at least once every two (2) years thereafter.

G. MCCMH may require annual or more frequent Recipient Rights training for specific staff, provider types, contractual arrangements, corrective action plans, quality improvement initiatives, or regulatory requirements.

H. The MCCMH ORR shall promulgate/ maintain a Recipient Rights training components package and a current training schedule. The schedule shall be available on the MCCMH website.

I. Provider supervisory personnel/ administrators shall ensure that staff requiring any accommodation(s) contact the MCCMH ORR to schedule staff participation in Recipient Rights training within the specified time periods provided in this policy.

J. Upon successful completion of the Recipients Rights training the staff shall receive a Recipient Rights Training Certificate from the MCCMH ORR and a copy is to be kept in the staff's administrative file and made available to MCCMH for review/audit . The MCCMH ORR shall review administrative records to ensure compliance with this policy during its annual rights advocacy/ monitoring assessments.

VI. PROCEDURES

None

VII. REFERENCES / LEGAL AUTHORITY

A. MCL 330.1752

B. MCL 330.1754

C. MCCMH MCO Policy 3-015 "Contracted Provider Mandatory Training and Workforce Development"

D. MCCMH MCO Policy 10-007 "Direct Operated Provider and MCCMH Administration Training and Development Program"

VIII. EXHIBITS

None

Annual Revision Attestation/Revision History

Revision #	Review Date	Revision Summary/Policy Update Notice Date	Reviewer/Department
1	08/29/2012	Historical Approval Date	ORR
2	07/14/2025	Prior approval date	ORR
3	07/30/2026	See Policy Update Notice associated with signature date	ORR

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