

Client's Rights and Responsibilities

SUBJECT: Client Rights and Responsibilities	PREPARED BY: Rachel Yoder, Sr. VP of Treatment Programs	EFFECTIVE DATE: 9/1/2020	POLICY NUMBER: TFS-PEP-003
PAGE: 1 of 1	APPROVED BY: Beth Bixby, Chief Executive Officer and President	REPLACES:	REPLACES: Client Rights and Responsibilities

- I. Purpose.** The purpose of this *Client Rights and Responsibilities* (this “**Policy**”) policy is to ensure all service recipients are aware of their rights and responsibilities prior to initiating treatment with TFS.
- II. Scope.** This policy applies to all regular employees and contractors of TFS.
- III. Policy.** Agency programs incorporate informed consent and service agreements into the intake process in order to ensure that potential clients are aware of the service, the type of service, the overall purpose of the program, available hours, and any associated fees.
- IV. Definitions.**
 - (a) Informed Consent:**
- V. Procedures.**
 - (a)** At intake, clients are provided with written documentation about the program. They must then sign a “Client Rights and Responsibilities” form to acknowledge understanding and receipt of a copy of their rights and responsibilities. The rights and responsibilities established herein apply to every client of Tides Family Services. Staff completing the intake are expected to review all information in the Client Right and Responsibilities form prior to obtaining acknowledgement.
 - (b)** It is the responsibility of the direct service provider(s) to ensure this form has been shared and the acknowledgement page is placed in the client’s clinical file prior to initiating services.
 - (c)** In situations where the parent/guardian requires the form to be translated to a language other than English, the direct service provider will contact the VP of Treatment Programs to make arrangements for the form to be translated and/or to arrange for an interpreter to review the form with the parent/guardian.
 - (d)** In addition to receiving a copy of the Client’s Rights and Responsibilities such rights will also be conspicuously posted in TFS’s facilities.