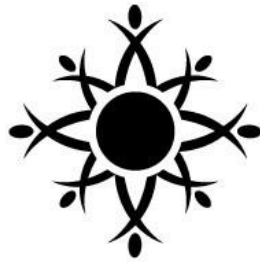


# Client Rights and Grievance Policy for



OhioGuidestone

WHERE NEW PATHS BEGIN

**Our Mission:**

At OhioGuidestone, our mission is to provide pathways for growth, achievement and lifelong success.

**Our Vision:**

Future generations are educated, self-reliant and contributing members of strong communities.

*Client Rights Officer*

*343 W. Bagley Road*

*Berea, Ohio 44017*

*440.260.8308*

The following rights which are the same or similar to those described in Ohio Administrative Code 5122-26-18 apply to clients receiving services certified by the Ohio Department of Mental Health and Addiction Service. A list of these rights and the grievance procedure are to be made available to each client in writing and explained verbally in understandable terms.

### **5122-26-18 Client Rights**

1. The right to be treated with consideration and respect for personal dignity, autonomy and privacy;
2. The right to reasonable protection from physical, sexual or emotional abuse, neglect, and inhumane treatment;
3. The right to receive services in the least restrictive, feasible environment;
4. The right to participate in any appropriate and available service that is consistent with an individual service plan (ISP), regardless of the refusal of any other service, unless that service is a necessity for clear treatment reasons and requires the person's participation;
5. The right to give informed consent to or to refuse any service, treatment or therapy, including medication absent an emergency;
6. The right to participate in the development, review and revision of one's own individualized service plan and receive a copy of it;
7. The right to freedom from unnecessary or excessive medication, and to be free from restraint or seclusion unless there is immediate risk of physical harm to self or others;
8. The right to be informed and the right to refuse any unusual or hazardous treatment procedures;
9. The right to be advised and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorder, video recorders, television, movies, photographs or other audio and visual technology. This right does not prohibit an agency from using closed-circuit monitoring to observe seclusion rooms or common areas, which does not include bathrooms or sleeping areas;
10. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of client information under state and federal laws and regulations;
11. The right to have access to one's own client record unless access to certain information is restricted for clear treatment reasons. If access is restricted, the treatment plan shall include the reason for the restriction, a goal to remove the restriction, and the treatment being offered to remove restriction;

12. The right to be informed a reasonable amount of time in advance of the reason for terminating participation in a service, and to be provided a referral, unless the service is unavailable or not necessary;
13. The right to be informed of the reason for denial of a service;
14. The right not to be discriminated against for receiving services on the basis of race, ethnicity, age, color, religion, gender, national origin, sexual orientation, physical or mental handicap, developmental disability, genetic information, human immunodeficiency virus status, or in any manner prohibited by local, state or federal laws;
15. The right to know the cost of services;
16. The right to be verbally informed of all client rights, and to receive a written copy upon request;
17. The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations;
18. The right to file a grievance;
19. The right to have oral and written instructions concerning the procedure for filing a grievance, and to assistance in filing a grievance if requested;
20. The right to be informed of one's own condition; and
21. The right to consult with an independent treatment specialist or legal counsel at one's own expense.

### **5122-30-22 Residential Rights**

**Each resident of the treatment center** shall have the following rights which are the same or similar to those described in 5122-30-22 of the Administrative Code.

1. The right to be verbally informed of all rights in language and terms appropriate for the resident's understanding, prior to or at the time of residency, absent a crisis or emergency;
2. The right to request a written copy of all resident rights and the grievance procedure;

3. The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations;
4. The right to file a grievance;
5. The right to be treated all times with courtesy and respect, and with consideration for personal dignity, autonomy and privacy;
6. The right to receive services in the least restrictive, feasible environment;
7. The right to receive humane services in a clean, safe, comfortable, welcoming, stable and supportive environment;
8. The right to reasonable protection from physical, sexual and emotional abuse, neglect, and exploitation;
9. The right to freedom from unnecessary or excessive medication, and the right to decline medication, except a class one facility which employs staff authorized by the Ohio Revised Code to administer medication and when there is imminent risk of physical harm to self or others;
10. The right to be free from restraint or seclusion unless there is imminent risk of physical harm to self or others;
11. The right to be advised and the right to refuse observation by others and by techniques such as one-way vision mirrors, video recorders, television, movies, photographs or other audio and visual technology. The right does not prohibit a facility from using closed-circuit monitoring to observe seclusion rooms or other areas in the facility, bathrooms or sleeping areas, or other areas where privacy is reasonably expected, e.g. a medical examination room;
12. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under state and federal laws and regulations;
13. The right to have access to one's own record unless access to certain information is restricted for clear treatment reasons. If access is restricted, a treatment/service plan shall include the reason for the restriction, a goal to remove the restriction, and the treatment/service being offered to remove the restriction;

14. The right to be informed of one's own condition;
15. The right not to be discriminated against on the basis of race, ethnicity, age, color, religion, gender, national origin, sexual orientation, physical or mental disability, developmental disability, genetic information, human immunodeficiency virus status, or in any manner prohibited by local, state or federal laws;
16. The right to practice a religion of his or her choice or to abstain from the practice of religion;
17. The right to be informed in writing of the rates charged by the facility as well as any additional charges, and to receive thirty days' notice in writing of any change in the rates and charges;
18. The right to reside in a class one residential facility, as available and appropriate to the type of care or service that the facility is licensed to provide, regardless of previous residency, unless there is a valid and specific necessity which precludes such residency. The necessity shall be documented and explained to the prospective resident;
19. The right to continued residency unless the facility is no longer able to meet the resident's care needs; the resident presents a documented danger to other residents, staff or visitors; or the monthly charges have not been paid for more than thirty days;
20. The right not to be locked out of the facility at any time;
21. The right of adult residents not to be locked in the facility at any time for any reason;
22. The right to consent to or refuse treatment or services, or if the resident has a legal custodian, the right to have the legal custodian make decisions about treatment and services for the resident;
23. The right to consult with an independent treatment specialist or legal counsel at one's own expense;
24. The right to communicate freely with and be visited without staff present at reasonable times by private counsel and, unless prior court restriction has been obtained, to communicate freely with and be visited

at reasonable times by a personal physician, psychologist or other health care providers, except that employees of a board, a provider, personnel of the Ohio Protection and Advocacy System, or representatives of the state long-term ombudsman program may visit at any time when permitted by the Revised Code;

25. The right to communicate includes receiving written communication, which may be opened and inspected by facility staff in the presence of the resident recipient so long as the communication is then not read by the staff and given immediately to the resident;
26. The right to meet with staff from the Ohio Department of Mental Health and Addiction Services in private;
27. The right not to be deprived of any legal rights solely by reason of residence to the facility;
28. The right of a resident to personal property and possessions in accordance with one's health and safety considerations, and developmental age, and as permitted by his/her parent or guardian;
29. The right to use the common areas of the facility in accordance with the facility's program schedule;
30. The right to access cultural and social activities, as well as the right to engage in or refrain from engaging in activities;
31. The right to meet or communicate with family or guardians, and visitors and guests. This includes the right to visitors and to communicate with family, guardian, custodian, friends and significant others outside the facility in accordance with instructions from the minor's parent or legal guardian. Also the right to write or receive mail subject to the facility's rules regarding contraband and directives from the parent or legal guardian, when such rules and directives do not conflict with federal postal regulation;
32. The right to be free from conflicts of interest; no residential facility employee may be a resident's guardian, custodian, or representative;

The Recovery Housing Resident Rights Statement applies to and is provided to all residents participating in programming certified by Ohio Recovery Housing.

## OhioGuidestone Client Rights and Family Grievance Procedure

OhioGuidestone has established a Client Rights Policy. A copy of the Client Rights Policy and this Grievance Procedure, are posted in a conspicuous location in each Agency building. In addition, all clients of the Agency and their families will receive a written copy and an oral explanation of both of these documents at intake, or the next appointment.

All Agency employees, regardless of their job function, will receive in service training regarding the Client Rights Policy and the Grievance Procedure as part of their Agency orientation. All Agency employees are mandated to assist clients or families by referring them to the Client Rights Officer whenever the employee becomes aware that the client believes his/her rights have been violated.

### ***The appointed Agency Client Rights Officer can be contacted at:***

OhioGuidestone  
343 W. Bagley Rd Berea, Ohio 44017  
440.260.8308  
9:00 - 5:00 p.m., Monday, Wednesday, Friday

Client grievances must be put into writing; however, a grievance may be submitted in either verbal or written form. *Although no time limit for filing of grievances has been established, clients are encouraged to file as soon as possible after the alleged violation so that prompt and effective problem resolution may occur.*

### **The Process for Filing a Grievance:**

1. Contact the Client Rights Officer by phone, U.S., email or in person. The grievance must be put into writing, and if made verbally the Client Rights Officer will be responsible for preparing a written text of the grievance. The grievance must be dated and signed by the client and include, if available, the date, approximate time, description of the incident, and names of individual involved in the incident or situation being grieved.
2. If a client needs assistance in filing a grievance a staff member or the Client Rights Officer must do so.
3. Once the grievance is received by the Client Rights Officer, the client will receive a written acknowledgment of receipt of grievance within three business days and a description of the process that will follow.

4. The Client Rights Officer will make a resolution decision on the grievance within 20 business days of receipt of the grievance, unless there is documented extenuating circumstances for extending the time period for resolving the grievance and notice of the extension is provided to the client.
5. All allegations of staff neglect or abuse of clients will be documented on a Major Unusual Incident Form, and be submitted by the Client Rights Officer within 24 hours of the incident's occurrence. Such allegations will be reported immediately to the Mental Health Board, as well as the applicable Children Services Board.
6. In cases of alleged abuse and/or neglect, the Department of Children and Family Services may act as an impartial third-party to investigate such allegations.
7. In situations where the Client Rights Officer is the subject of a client grievance, the Director of Compliance will be contacted as soon as the grievance is received to perform the Client Rights Officer's assigned duties regarding the specific client rights grievance. The Client Rights Officer shall keep a file of all grievances, resolutions, and a summary will be provided to the Board of Directors for their review at least annually. Documentation of grievances and resolutions will be kept for at least 3 years.
8. At any time, the grievant may choose to contact the local ADMHAS or Mental Health Board, Ohio Department of Mental Health and Addiction Services, Disability Rights Ohio, the U.S. Department of Health and Human Services, or any other applicable external entities regarding client grievances (see below for contact information).
9. The Client Rights Officer will cooperate fully with all outside entities regarding client grievances.
10. No client will be treated unjustly or differently as the result of the filing of a grievance.
11. In emergency or crisis situations, clients will be verbally advised of their pertinent rights. The Client Rights Policy and Grievance Procedure will be fully explained, with written copy given, at the next subsequent meeting.
12. For persons being served in the community or in a location that is not under the control of the provider, as defined by Ohio Department of Mental Health and Addiction Services, a copy and explanation of the Client Rights Policy & Grievance Procedure will be available upon request.

*Any questions regarding the procedure outlined should be directed to the Client Rights Officer.*

### **Outside Entities to Call: Client Grievances**

OhioGuidestone guarantees clients certain rights as clients of the Agency. If clients feel these rights have been violated, they are encouraged to contact the Client Rights Officer at 440.260.8308. If they are not satisfied with the findings regarding their complaint, they are encouraged to contact any of the outside entities such as those listed below. Clients may also file a grievance first and directly with any outside agency they wish. The Client Right



Officer is available to help them file their grievance. Clients will not be punished or treated differently by OhioGuidestone employees because they file a grievance.

**Attorney General's Office, Health Care Fraud Unit**

30 E. Broad Street, 14th Floor  
Columbus, Ohio 43215  
(614) 466-4986 or (800) 282-0515

**Crawford-Marion County ADMAHS Board**

142 South Prospect Street.  
Marion, Ohio 43302  
(740) 387-8531  
Fax: (740) 382-0455

**Cuyahoga ADAMHS Board**

2012 West 25th Street, 6th Floor  
Cleveland, Ohio 44113  
(216) 241-3400

**Cuyahoga County Department of  
Children and Family Services**

Jane Edna Hunter Social Service Center  
3955 Euclid Avenue, Cleveland, Oh  
(216) 431-4500 or (216) 696-KIDS

**Cuyahoga County Board of Mental Retardation &  
Developmental Disabilities**

1275 Lakeside Avenue East  
Cleveland, Ohio 44114-1132  
(216) 241-8230 Fax: (216) 861-0253

**Disability Rights Ohio**

200 Civic Center Drive, Suite 300  
Columbus, OH 43215  
(614) 466-7264 or (800) 282-9181

**Fairfield County ADAMHS Board**

108 W. Main Street, Suite A  
Lancaster, Ohio 43130  
(740) 654-0829  
Fax: (740) 654-7621

**Four County ADAMHS Board**

T-761 State Route 66  
Archbold, Ohio 43502  
(419) 267-3355

**Franklin County ADAMHS Board**

447 E Broad St, Columbus, OH 43215  
(614) 224-1057  
November 2024

**Geauga County Board of Mental Health and Recovery Services**

13244 Ravenna Road  
Chardon, Ohio 44024  
(440) 285-2282

**Hancock County ADAMHS Board**

438 Carnahan Avenue  
Findlay, Ohio 45840  
(419) 424-1985

**Lake County ADAMHS Board**

1 Victoria Place, Suite 205  
Painesville, Ohio 44077  
(440) 350- 3177; (800) 899-5253 ext. 13117

**Lorain County Board of Mental Health**

1173 N Ridge Rd  
Lorain, OH 44055  
(440) 233-2020

**Lucas County Mental Health & Recovery Services Board**

701 Adams Street, Suite 800  
Toledo, Ohio 43624  
(419) 213-4600

**Medina County ADAMHS Board**

246 Northland Drive, Suite 100  
Medina, Ohio 44256  
(330) 723-9642; Fax: (330) 723-9643

**Mental Health and Recovery Board of Erie and Ottawa  
Counties**

1907 E. Perkins Avenue  
Sandusky, Ohio 44870  
(419) 627- 1908  
Fax: (419) 627- 0769

**Mental Health Board Tuscarawas and Carroll Counties**

119 McDonald Drive New Philadelphia, Ohio 44663  
Tusc: (330) 364- 6488  
Carroll: (330) 627-7912

**Office for Civil Rights**

**U.S. Department of Health & Human Services**  
233 North Michigan Ave., Suite 240  
Chicago, Illinois 60601

(312) 886-1807

**Ohio Civil Rights Commission**

1111 East Broad Street, 3rd Floor  
Columbus, Ohio 43205  
(614) 466-2785

**Ohio Counselor, Social Worker & Marriage & Family Therapist Board**

50 West Broad Street, Suite 1075  
Columbus, Ohio 43215-5919  
(614) 728-0912 Fax: (614) 728-7990

**Ohio Credentialing Board (Chemical Dependency)**

Verne Riffe Center  
77 South High Street, 16th Floor  
Columbus, Ohio 43215  
(614) 387-1110 Fax: (614) 387-1109

**Ohio CSWMFT Board**

77 South High Street, 16th Floor  
Columbus, Ohio 43215-108  
(614) 466-0912

**Ohio Department of Job and Family Services**

30 East Broad Street, 32nd Floor  
Columbus, Ohio 43215  
(614) 466-1213 or (855) 642-4453

**Ohio Department of Medicaid**

50 West Town St., Suite 400  
Columbus, Ohio 43215  
(800) 324-8680

**Ohio Department of Mental Health & Addiction Services**

30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215-3430  
(614) 466-2596

**Ohio Legal Rights Service**

88 East Long Street, 5th Floor  
Columbus, Ohio 43266-0523  
(800) 282-9181

**Ohio Professional Chemical Dependency Board**

77 South High Street, 16th Floor  
Columbus, Ohio 43215-108  
(614) 387-1110, (800) 686-1595

**Ohio Psychiatric Association**

3510 Snouffer Road, Suite 101  
Columbus, Ohio 43235  
(614) 763-0040 Fax: (614) 481-7559

**Ohio Recovery Housing**

17 S. High St. Suite 799  
Columbus, Ohio 43215  
(614) 453- 5133

**Ohio Resource Center on Deafness**

500 Morse Road  
Columbus, Ohio 43214  
(614) 781-6670 or TTY: (614) 781-9960

**Stark County Mental Health & Addiction Recovery**

121 Cleveland Avenue SW Canton, Ohio 44702  
(330) 455-6644 Fax: (330) 455-4242

**State of Ohio Board of Nursing**

77 South High Street, Suite 1830  
Columbus, Ohio 43215-6108  
(614) 466-8808 Fax: (614) 728-7081

**State of Ohio Medical Board**

30 E. Broad Street, 3rd Floor  
Columbus, Ohio 43215-6127  
(614) 466-3934 or (800) 554-7717

**Summit County ADAMHS Board**

1867 W. Market Street, Suite B2  
Akron, Ohio 44313  
(330) 762-3500

**Summit County Mental Health Services Board**

1867 W. Market Street, Suite B2  
Akron, OH 44313-6914  
Phone: (330) 762-3500

**Union County Mental Health and Recovery Board**

131 N. Main Street, Suite A  
Marysville, Ohio 43040  
(937) 642- 1212

**US Dept. of Health and Human Services**

Office of Civil Rights Region V  
233 N. Michigan Avenue  
Chicago, IL 60601  
(800) 368- 1019 Fax: (312) 866-1807

**For any other concerns, contact the Client Rights Officer at  
(440) 260-8308**

**Wood County ADAMHS Board**

745 Haskins Road #H  
Bowling Green, Ohio 43402  
(419) 352-8475

**Contact information for other County Mental Boards**

**can be obtained from OhioMHAS:** (877) 275-6364

<http://mha.ohio.gov/Default.aspx?tabid=849>

## Client Grievance Report Form

Any client may file a grievance at any time by completing this form.

A response will be given in writing within twenty (20) business days of the date the client submitted the form, unless there is documented extenuating circumstances for extending the time period for resolving the grievance and notice of the extension is provided to the client.

Submission Date: \_\_\_\_\_ Time: \_\_\_\_\_

Grievance Incident -

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location Place: \_\_\_\_\_

Names of individuals involved and description of how they were involved (What did they say? What did they do?):

---

---

---

---

Description of what happened and what you grieve:

---

---

---

---

---

---

Client Signature

Date/Time

---

Client Rights Officer Signature

Date/Time