

Community Healthlink Policy and Procedure Manual		
Section: 7 Clients' Rights and Responsibilities	Policy Number: 7-2-3	Effective Date: 08/30/2013
Title: Human Rights Committee		Review Date: 4/4/17
Scope:		Originated: 7/1/01
References:		
Revision: 11/06/02, 04/15/2013, 08/25/2015, 4/4/17		

Purpose: To comply with regulations that establish a standard for Human Rights to protect the rights of those served.

Definitions:

The Human Rights Committee is a volunteer, advisory body that helps to ensure that the rights of all people served are promoted and protected. The HRC carries out its responsibilities by: gaining a working knowledge of programs and services, working with Human Rights Officers (HROs), Program Staff, and Administrators to monitor the programs and assist with the resolution of any individual's complaint.

Policy:

1. The Chief Executive Officer shall establish a Human Rights Committee (HRC) for all served at CHL.
2. The HRC will perform for CHL the following functions:
 - a. Monitor investigations of complaints and allegations of conditions or actions which may be:
 - I. ...a threat to the health or safety of clients
 - II. ...violations of state or federal law with regard to the legal or civil rights of clients.
 - III. ...inhumane, or violations or clients' rights to humane treatment
 - b. Monitor and assure the observance of the rights of clients.
 - c. Review and monitor the use of restraints.
 - d. Review and monitor client-related incidents.
 - e. Review and monitor restrictions placed on clients' use of personal possessions and/or funds.
 - f. Review and monitor methods used by CHL to inform, train and provide opportunities for clients in the exercise of their rights.
 - g. Review and monitor research proposals for their potential impact on the rights of clients.
3. Members of the HRC shall be appointed and may be removed by the Chief Executive Officer in accordance with such standards of composition and procedure as are established

3. Methods available to the HRC for performing its functions shall include the following:
 - a. Review of complaint forms (see Policy 7-3, Reporting and Review of Complaints) as follows:
 - I. Complaints or allegations of conditions or actions as per Section 1a of this policy.
 - II. Complaints or allegations by or on behalf of clients who may not be “capable”.
 - b. Review of reports to the HRC as required by law or regulation on the use of restrains.
 - c. Review policies and procedures of CHL or any of its programs which bear directly on any of the HRC’s functions as defined in Section 1.
 - d. Meet annually with clients or observe programs and by invitation, or when there is reasonable cause to believe that conditions or actions as described in Section 1a may have occurred.
4. The HRC shall perform its functions in a manner which fully protects and preserves the right to privacy and self-determination of CHL clients, staff, and the rights of CHL as a corporate body.
5. The Chief Executive Officer shall appoint an employee of CHL who shall be approved by the HRC and who shall serve as the Human Rights Coordinator. The Chief Executive Officer shall also appoint Human Rights Officers (HRO) for programs/services. The Human Rights Coordinator shall serve as staff to the HRC. The Human Rights Coordinator shall function in accordance with CHL policy and with applicable laws and regulations.

Procedures:

1. The HRC shall establish such procedures as may be required to perform its assigned functions in a manner consistent with laws regulations and CHL policy.
2. CHL shall make available such information and shall assure such access as is consistent with Section 3 of this policy.
3. The Human Rights policy shall be posted in English, Spanish, and other prominent languages among those we serve in all CHL locations.
4. The Human Rights policy shall be reviewed at Orientation with all new employees.
5. The Human Rights policy shall be included in the annual review of compliance policies conducted by Program Managers with their staff.
6. A summary of consumer rights shall be posted in a prominent place in all CHL locations.
7. The name of the CHL Human Rights Coordinator and Human Rights Officer shall be posted , with means of contacting the person, at all CHL locations.

Responsibility: CEO, Human Rights Committee, Human Rights Coordinator, Human Rights Officers