


Hope Enterprises Inc.	Policy and Procedure
Policy Name:	Individual Rights
Effective Date:	December 2017
Revised Date:	1/2021, 2/1/2021, 12/21/2021, 11/2/2022, 10/4/2023
Policy:	<ol style="list-style-type: none"> 1. Any Individual and person(s) designated by the individual receiving services will be informed of their Rights at admission and annually thereafter. 2. Hope will maintain a statement signed by the individual, or the individual's court- appointed legal guardian, acknowledging receipt of the information on individual rights. 3. Individuals will have their own private bedrooms in licensed residential facilities. 4. Individuals are permitted access to food at any time and has the flexibility about where and when individuals eat within the home or community during the provision of services unless a restrictive procedure exists relating to access to food. 5. Individuals have the right to purchase their own belongings of their choosing (examples include but not limited to: hygiene supplies, bedding, linens, furniture, food/snacks/drinks). This will be indicated in the individual's plan.
Procedure:	<ol style="list-style-type: none"> 1. There are four separate Individual Rights pertaining to the Service: <ol style="list-style-type: none"> A. Residential B. Life Sharing C. Employment, In-Home and Community, Companion, Community Participation Supports – Community Based D. Community Participation Supports – Facility Based 2. Director/Manager will distribute the Individual Rights Agreement to Program Specialist/Designee. 3. Program Specialist/Designee will review with the Individual their Individual Rights Agreement on or before the date listed from the previous year. 4. Individual will sign and date the Individual Rights Agreement after reviewing and person reviewing the Rights will sign and date as a witness. 5. Program Specialist/Designee will ensure the signed Individual Rights Agreement will be maintained in individual's record. 6. Program Specialist/Designee will inform Director/Manager of completion date for tracking purposes. 7. For Individuals who have Legal Guardians Only: <ol style="list-style-type: none"> A. Director/Manager or Designee will a send letter with the Individual Rights Agreement and a self-addressed stamped envelope to the Individual's Guardian requesting review and signature. B. A copy of the letter will be maintained at the office. C. After receiving signed Individual Rights Agreement from the Guardian, Director/Manager will ensure the Individual Rights Agreement is maintained in individual's record.
Cross References:	<ul style="list-style-type: none"> • Chapter 6100 - Services for Individuals with an Intellectual Disability or Autism (6100.181-6100.186) • Chapter 2380 - Adult Training Facilities (2380.21) • Chapter 6400 - Community Homes for Individual with an Intellectual Disability or Autism (6400.31-6400.34) • Chapter 6500 - Life Sharing Homes (6500.31-6500.34)

INDIVIDUAL RIGHTS POLICY AND PROCEDURE**Policy # 6.6**

Training References:	2. Individual Rights – Residential 2. Individual Rights – Life Sharing 2. Individual Rights – Community Based Services 2. Individual Rights – Facility Based Services
Approval:	 <small>Suzanne Glisan, COO (Oct 19, 2023 14:15 EDT)</small>







6.6 POLICY AND PROCEDURE - Individual Rights

Final Audit Report

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