

**Santa Fe Recovery Center
Policies and Procedures**

Policy Number: 3.1

Effective Date:
May 16, 2005

Revision Date:
April 2024

Policy and Procedure: Client Rights and Consent for Treatment

Purpose:

To ensure that client rights are communicated to every client in a meaningful way prior to the beginning of service delivery and to ensure that clients are informed of all pertinent information regarding their treatment services and consent for said services prior to delivery.

Policy:

Santa Fe Recovery Center (“SFRC”) clients have their rights communicated to them during admission in a manner for which they request (i.e. read to them, provided to them to read on their own, etc.), they receive a copy of their rights, and additional copies are made available to them throughout treatment. SFRC admissions staff explain to clients the services that they will receive and require that clients sign consents for treatment and consents for release of information.

Staff Responsible for the Implementation of This Policy and Procedure (in part or in whole) Include:
Director of Client Experience and Engagement and Program Directors

Procedure:

1. SFRC admissions staff communicate client rights to all new clients on the admission date in a meaningful way. If necessary, they read the client’s rights, explain anything confusing to them, and communicate with them in any language or method necessary to ensure client’s understanding of their rights. They are given a copy of the rights and asked to sign that they received it. Client’s rights are available to the clients throughout treatment upon request.
2. A client’s rights include the right to be free from abuse, financial or other exploitation, retaliation, humiliation, and neglect.
3. Clients are informed of their rights to access their records, procedures governing the use of special treatment interventions and restriction of rights, the use of crisis intervention procedures, and methods to ensure that intrusive procedures are administered in a safe manner with consideration given to the physical, developmental, and abuse history of the client.
4. New clients receive all pertinent information about the treatment services they will be receiving and are given the opportunity to consent or refuse treatment services. To the fullest extent possible, clients are given choices regarding service delivery, concurrent services, and composition of the service delivery team. Clients are given the choice to refuse or consent to release of information.
5. Clients are informed of their access to legal entities for appropriate representation and are given referral information if necessary.

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- 6. Clients are given information and referrals to self-help and advocacy support services by their core counselor as appropriate during treatment and discharge planning.
- 7. Clients are informed of the client grievance procedure and are given information as to how they can communicate infringement of rights and how they are investigated and resolved.
- 8. Clients presenting with violent, threatening or dangerous behavior are provided temporary crisis interventions to stabilize the behavior; reduce and prevent the potential of danger to self and others; and facilitate the intervention of law enforcement or emergency medical personnel. Such interventions never include seclusion or restraint (physical or chemical) of the client or staff.