

RECIPIENT RIGHTS TRAINER CHECKLIST

Trainer will assure that the following is completed for Recipient Rights Training.

The training contained in this unit is meant to provide a basic understanding of recipient rights, and reporting requirements. The DSP must also attend a "Rights of Recipients of Mental Health Services" training conducted by a Recipient Rights Advisor provided by Community Mental Health for Central Michigan. This class must be completed within 30 days of beginning employment or sooner if individual is to become a lead worker or to work independently.

1. Please refer to the training schedule included in this unit for class dates, times, and locations.
2. Have the Direct Support professional read the unit.
3. Have the DSP review the handouts: "Complete An Incident Report When:" and "How To Construct An Incident Report"
4. Have the DSP complete the Recipient Rights Test.
5. The Trainer will review the test with the DSP and answer any questions.
6. The Trainer will show the DSP where the Incident Reports are located and answer any questions related to when and how to complete an Incident Report.
7. Trainer will review the resident rights contained in AFC administrative rules 400.14304(1-2) [400.15304(1-2)]. And the reporting requirements contained in Act 280 and AFC administrative rules 400.14311(1-7) [400.15311(1-7)]. The trainer should assure that the DSP knows where the AFC Licensing rules are located in the home for easy reference.