

PROJECT REALITY

AGENCY POLICY AND PROCEDURE MANUAL

Volume: Administration		
Chapter: A04 Patient Consent and Rights		
Date Effective: 1/1/2023	Date Revised: 1/1/2023	Pages: 5

A04.01 Informed Consent Policy

- A. Project Reality considers treatment voluntary. The agency is invested in the patients receiving proper information and is committed to obtaining informed consent from every consumer.
- B. Consent to treatment is obtained at intake and re-established as part of the planning collaboration.

A04.02 Consent to Treatment

- A. Project Reality shall obtain a patient consent for treatment and consent for methadone from each patient at the time of intake.
- B. The following are also discussed with the patient at the time of intake:
 - 1. Program services;
 - 2. Confidentiality;
 - 3. Methods of releases of information;
 - 4. Behavioral expectations;
 - 5. Individualized treatment planning;
 - 6. Orientation Group; and
 - 7. Consumer rights and responsibilities.
- C. The patient shall be included in all aspects of the treatment process and shall be involved in reviewing ongoing treatment plans.

- D. Patients may obtain a copy of their treatment plan when desired and may make a request to the Executive Director to review their entire record in accordance with 42 CFR and HIPPA regulations.

A04.03

Patient Intake

- A. During the admissions process, the intake therapist shall review several documents with the patient relating to informed consent.
 - 1. The consent to treatment form describes the program details, program rules, fees, confidentiality, and the decision appeal process.
 - 2. The methadone/buprenorphine consent form outlines the nature of methadone treatment and expectations.
 - 3. The methadone/buprenorphine product insert shall be utilized to outline the possible benefits, risks, and side effects of taking methadone.
- B. The intake therapist shall discuss with the patient current research indicating family involvement in the treatment process increases the likelihood of success and discuss the family consent form for release of information.

A04.04

Patient Rights and Responsibilities

- A. Project Reality honors and respects the rights of individuals receiving our services and believes in the responsibility of the patient to participate in the treatment process.
- B. Project Reality perceives rights and responsibilities as a partnership between the patient and the agency.
- C. The rights and responsibilities of this partnership are described in the Rights and Responsibilities Partnership agreement.

PROJECT REALITY
TREATMENT RIGHTS AND RESPONSIBILITIES PARTNERSHIP
(revised June 2019)

Rights of Persons Served:

1. The treatment program will provide equal access to treatment for all persons in need regardless of race, color, ethnicity, national origin, gender, disability, religion, age, source of payment, inability to pay, sexual orientation and gender identity.
2. Treatment will be provided according to accepted clinical practice.
3. Persons served will be informed in a meaningful way as evidenced by a person's written acknowledgement, at the time of admission and during ongoing treatment, of their rights and responsibilities, rules regarding behavior, and of the goals of the treatment program. Rights and responsibilities are posted at the treatment site and/or provided to the person served at least annually. Persons who are unable to read have the rules and regulations explained verbally, and such actions documented.
4. Persons served will be fully informed at the time of admission, of confidentiality and privacy rights and laws. Persons served will be informed of the exceptions to confidentiality and the use of releases of information. Information that does not identify the person served (such as statistics about program outcomes) can be released by the program.
5. Person served will receive adequate and humane care.
6. Persons served will receive services in the least restrictive and available setting that supports sustained recovery. Procedures are in place to ensure the right to a medication schedule (dosing hours/schedule) that reasonably accommodates special needs.
7. Persons served shall be provided treatment free from abuse, neglect, humiliation, and financial or other exploitation by the program or program staff.
8. Persons served will receive an individualized treatment plan, participate in the development of that plan, receive treatment based on the plan, and a periodic, joint review of the treatment plan. In cases where persons served are not progressing in outpatient treatment, the program will provide referrals to a higher level of care.
9. The program will provide an adequate number of competent, qualified, and experienced professional clinical staff to implement and supervise the consistent with the needs of persons served.
10. Persons served will be informed about alternative medications, treatment alternatives, alternative modalities, and scientific advances affecting treatment.
11. Persons served will be informed about potential interactions with and adverse reactions to other substances, including those reactions that might result from interactions and adverse reactions to alcohol, other prescribed or over-the-counter pharmacological agents, and other medical procedures.
12. Persons served will be encouraged and assisted throughout treatment to understand and exercise his/her rights including:

- a. Reporting without fear of retribution, and instances of suspected abuse, neglect, retaliation, humiliation, financial or other exploitation of persons being served in the program.
 - b. A grievance and appeal process that includes unbiased sources in accordance with State laws and regulations, and investigation and/or resolution of alleged infringement of rights, and to receive a decision in writing.
 - c. Input into program policies and services through satisfaction surveys and feedback groups.
 - d. The right to refuse services.
 - e. The right to review the treatment record.
 - f. Request for a copy of health records should be directed to the Executive Director and will be responded to in a timely fashion (generally within 30 days).
13. Persons served will be informed regarding the financial aspects of treatment, including the consequences of nonpayment of required fees.
 14. Persons served will be given an assessment. Acceptance into the program or, in the case of denial of admission or termination of treatment, a full explanation and a referral to another program based upon the results of the initial assessment and/or program adherence.
 15. Persons eligible to participate in an institutional review board approved scientific research study at the program should provide informed written consent.
 16. In accordance with SAMHSA's recommendations for a drug free zone in substance abuse and mental health treatment facilities, Project Reality is a nicotine/tobacco free campus. Consistent with State regulations, E-cigarettes are included in this policy.
 17. The program will make reasonable efforts to protect other persons served, staff, and the public from a person who acts out. The program will also make reasonable efforts to determine the cause of that behavior to make appropriate referrals.
 18. Continued participation in the program may be revoked or conditioned on a higher level of care for violating Project Reality program rules, or failure to progress in outpatient treatment. Readmission conditions will be evaluated in a collaborative meeting with the treatment staff.
 19. Persons served will be given information on legal services, self-help/support services, and advocacy support.

Responsibilities of Persons Served:

1. To participate in treatment, including treatment planning and decisions related to treatment.
2. To work collaboratively with clinicians in developing and carrying out treatment plans.
3. To inform clinician of any changes in health status including prescription medications.
4. To assist treatment by authorizing releases of information for coordination of other medical treatment.

5. To be considerate and cooperative with agency staff.
6. To abide by administrative and operational procedures.
7. To disclose relevant information and communicate wants and needs.
8. To take responsibility for behavior change toward healthier habits.
9. To follow the agreed upon treatment plan, discuss desired changes, and take responsibility for the results of choosing to act against program/medical advice.

I hereby acknowledge receiving a copy of the Project Reality Treatment Rights and Responsibilities Partnership Agreement. If you have any questions, or need further clarification please see your counselor.

Print Name

Date

Signature

ID #

Counselor

Witness Signature (Project Reality Staff)

Date