

**Shiawassee County Community Mental Health Authority  
Recipient Rights Advisory Committee Minutes  
April 21, 2016**

**Members Present:** Millie Bateman, Susan Bettys, Joan Durling, Joan Hartson, Jeanne Ladd (Interim Chair), Laurel Robb, Dale Roszman, Robyn Spencer

**Members Absent:** Zachary Honsinger, Arnie Larkins,

**Others Present:** Ardis Bates, Rights Advisor, Rebecca Browne, Rights Director

Topic	Key Discussion	Actions
1. Call to Order	R. Browne reported that CEO Lindsey Hull sent her apologies to the Recipient Rights Advisory Committee that she had a conflicting meeting and would not be able to attend the Advisory Committee meeting.	The meeting was called to order by Interim Chairperson J. Ladd at 12:10 p.m.
2. Approval of the Agenda	Review of the April 21, 2016, Recipient Rights Agenda.	<b>MOTION BY DURLING, SUPPORTED BY ROSZMAN</b> to approve the April 21, 2016, Recipient Rights Agenda. All ayes, motion carried.
3. Public Comment	No comment.	
4. Welcome New Committee, Laurel Robb	The Recipient Rights Advisory Committee introduced themselves to Laurel Robb and welcomed her to the committee.	No action required.
5. Educational Presentation and Training a. Mock Appeal – Rebecca Browne	R. Browne provided information and conducted a mock appeal. The Recipient Rights Appeals Committee has received no appeals in the past year. The following information was presented by Rights Director Rebecca Browne. The Advisory/Appeals Committee reviewed and discussed the following: 1. Appeals and Mediation Brochure 2. Appeal Process Flow Chart 3. MDCH (MDHHS) Recipient Rights Appeal Process Technical Advisory: Subject: Processing Appeals From Findings/Actions Taken on Recipient Rights Complaints 4. MHC 330.1780 Summary Report Appeal 5. SCCMHA ORR "Recipient Rights Appeal" form 6. "Acknowledgement Letter" form letter 7. Appeals Committee Memo form 8. Appeals meeting Agenda template 9. Mock Rights Complaint form 10. Mock Report of Investigative Findings	ACTION: The Recipient Rights Advisory/Appeals Committee will conduct an annual Mock appeal if no actual appeals are received.

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	<p>11. Mock Summary Report of Investigative Findings  12. Appeals "Decision Letter"  13. Recipient Rights Appeals Committee minutes</p> <p>The Recipient Rights Advisory Committee reviewed a Mock Appeal (Complaint, RIF, Summary and minutes from an actual former Appeal and collected after the mock appeal was conducted).</p>	
<b>Standing Agenda Items</b>		
6. Review and Approval of Minutes	The Recipient Rights Committee reviewed the minutes from the January 21, 2016.	<b>MOTION BY DURLING, SUPPORTED BY BATEMAN</b> to approve the minutes from the January 21, 2016, Recipient Rights Advisory Committee meetings. All ayes, motion carried.
7. Data Review a. Recipient Rights Activity Report b. Recipient Rights Complaint Report	The Recipient Rights Advisory Committee reviewed and discussed the FY 2016 2 <sup>nd</sup> quarter Activity report and the FY 2016 2 <sup>nd</sup> quarter Complaint Report.	Informational; no action required.
7. Training Review	The Recipient Rights Advisory Committee reviewed the training data, which is included in the Activity Report covering the period of January 1, 2016, through March 1, 2016.	Informational; no action required.
8. Policy Review	The Recipient Rights Advisory Committee reviewed and discussed the "Sentinel Event" policy. The Committee reviewed the definition of "Sentinel Event."	Informational; no action required.
9. Monitoring	R. Browne reported that contract sites will be monitored and site visits will be completed in the Spring and Summer of 2016.	Information; no action required.
10. Community Awareness	R. Browne distributed two articles to be posted on the Shiawassee Recipient Rights page regarding the rights of recipients under Public Act 258 of the Michigan Mental Health Code for Committee review and information.	ACTION: R. Browne will post one article on the Shiawassee Recipient Rights page in April and one article in May 2016.
11. Recommendations	The Recipient Rights Advisory Committee has no recommendations at this time.	
12. Questions	The Recipient Rights Advisory Committee has no questions at this time.	
<b>Old Business</b>		
1. Update on Recipient rights Database	The Office of Recipient Rights is utilizing the SHIMER rights database as of October 1, 2015. R. Browne will be testing the system to generate the semi-annual report	ACTION: The Recipient Rights Advisory Committee will review the completed 2016 Semi—Annual Recipient Rights Data

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	due June 30, 2016. R. Browne will also complete the semi-annual report manually to compare them and ensure that the SHIMER rights database is capturing all data accurately.	Report at the July 21, 2016 meeting.
2. Recipient Rights Advisory Committee membership	R. Browne distributed a handout detailing the Michigan Mental Health Code requirements under <b>330.1757; Recipient rights advisory committee</b> . The Committee reviewed all information under MHC Section 3301757 and it was noted that the Recipient Rights Advisory and Appeals Committee membership is in compliance with the Mental Health Code requirements.	Information; no action required.
<b>New Business</b>		
1. MDHHS, ORR Recipient Rights Advisory and Appeals Committee training.	R. Browne contacted Andrew Silver from MDHHS Training Division to schedule a Recipient Rights Advisory/Appeals training. Andy is available October 14, 18, 19, 04 21 <sup>st</sup> . The Committee discussed which date would work best for them and it was determined that October 21, 2016 would be the best date to host this training.	ACTION: R. Browne will contact A. Silver at MDHHS training division and schedule the Recipient Rights Advisory/Appeals training for October 21, 2016 at Roma's Back Door restaurant.
2. 23 <sup>rd</sup> Annual Recipient Rights Conference	R. Browne reported that the 23 <sup>rd</sup> Annual Recipient Rights Conference will be held September 27, 2016 through September 30, 2016 at the Troy Marriott in Troy, Michigan.	Information; no action required.
3. MDHHS ORR Site Assessment	R. Browne reported that the MDHHS ORR site Assessment is scheduled for November 15, 16, & 17. It was noted that the Rights Specialists from the state often meet or call the Recipient Rights Advisory Committee members.	Information; no action required.
Next Meeting		ACTION: The next regularly scheduled meeting of the Recipient Rights Advisory Committee will be July 21, 2016 at noon.
Public Comment	No comment.	
Adjourn	The Recipient Rights Advisory Committee adjourned at 1:10 p.m.	

These minutes were approved by the Recipient Rights Advisory Committee on July 21, 2016.