

**MORGAN COUNTY COURT SERVICES
ADAPT PROGRAM
CLIENT'S RIGHTS**

YOU HAVE THE RIGHT TO:

1. Be informed of the various steps and activities involved in receiving services.
2. Confidentiality under federal and state laws relating to the receipt of services.
3. Make an informed decision whether to participate in the program or refuse participation and be sent back to the referring court. The client's consent to receive program services must be in writing and included in the client's record.
4. Humane care and protection from harm, abuse and neglect.
5. Contact and consult with an attorney of the client's choice at the client's expense.
6. Inspect and copy the case record. A client's review of the client's case record shall be recorded in the case record. Any denial of the client's right to review the case record shall be recorded in the case record, together the reasons for the denial of the review. By policy the supervising judge may permit the withholding from the client all or part of the client's record if:
 - (A) withholding is necessary to protect the confidentiality of other sources of information;
 - (B) it is determined that the information requested may result in harm to the physical or mental health of the client or another person;
 - (C) the consent was not given freely, voluntarily, and without coercion; or
 - (D) granting the request will cause substantial harm to the relationship between the client and the program or to the program's capacity to provide services in general.
7. Investigation of violation of client's rights. A procedure for the review, determination, and amelioration of instance of alleged violations of a client's rights shall be established by policy in accordance with the following:
 - (A) Cases of alleged violation of a client's rights are investigated through the use of the established mechanism.
 - (B) The results of the investigation of cases of alleged violation of a client's rights are entered in the client's record and the personnel file of the staff members involved.

Program Grievance Procedure

If you have a grievance with a staff member, you must put the complaint in writing to the Chief Probation Officer. The Chief Probation Officer will then determine, through investigation of the facts, and speaking with you, if action should be taken. The results of such investigation will be documented in the client's record, the personnel record of the staff involved, and shared with all parties. If the grievance is with the Chief Probation Officer, the complaint must be put in writing to the Presiding Judge.

Non-Discrimination Policy:

It is the policy of the Morgan County ADAPT that no person will be discriminated against on the basis of: race, sex, religion, gender, national origin, ethnicity, sexual orientation, age, disabilities, marital status, socioeconomic status or political affiliation.

(Two sided document – see other side for CLIENT CONFIDENTIALITY RIGHTS)

CLIENT CONFIDENTIALITY RIGHTS

Under Federal Regulations Title 42 CFR, Part 2, you have the following rights in respect to confidentiality of your alcohol and drug abuse patient records:

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by Federal law and regulations. Generally, the program may not say anything to a person outside the program, or disclose any information identifying a patient as an alcohol or drug abuser UNLESS:

1. The patient consents in writing; or
2. The disclosure is allowed by a court order; or
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation; or
4. The patient commits or threatens to commit a crime either at the program or against any person who works for a program.

Violations of the Federal law and regulations by a program is a crime. Suspected violations may be reported to:

Offices of the United States Attorneys
Southern District of Indiana
10 W Market St, Suite 2100
Indianapolis, IN 46204
Voice: (317) 226-6333
Toll-Free (888) 368-5067
TTY: (317) 226-5438
Fax: (317) 226-6125

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported to appropriate State or local authorities.

(See 42 U.S.C. 290dd-2 for federal laws and 42 CFR Part 2 for federal regulations).

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