

PATIENT BILL OF RIGHTS PROCEDURES

It is the responsibility of the Behavioral Health Program Manager to ensure the following procedures are followed to safeguard the rights of children and youth participating in NWESD 189 Behavioral Health programs.

- 1) Forms 3200-F1 and 3200-F2 are to be made available in alternative format for children, youth, and families who are blind or deaf, as well as in the most commonly used languages, consistent with WAC 388-865-0260.
- 2) Behavioral Health Program staff will verbally review the appropriate *Patient Bill of Rights* at intake, as often as deemed appropriate, and upon discharge from program due to behavior.
- 3) Behavioral Health Program staff will ensure that each participating child or youth, signs the appropriate *Patient Bill of Rights*, indicating that the rights are understood and accepted. The signed *Patient Bill of Rights* will be maintained in the child's or youth's clinical record until six (6) years after discharge or transfer.
- 4) If the child is under the age of thirteen (13) both the child and his/her parent, legal guardian, or other authorized person will be asked to read and sign the appropriate *Patient Bill of Rights*.
- 5) If the child, youth, and/or family member do not understand any aspect of the appropriate *Patient Bill of Rights*, NWESD Behavioral Health staff has the responsibility of explanation to the child, youth, and/or family.
- 6) Copies of Forms 3200-F1 and 3200-F2 will be posted in a conspicuous location at the NWESD 189 and its satellite program facilities.
- 7) All Behavioral Health Program staff will receive training to assure their understanding of the *Patient Bill of Rights* within two (2) weeks of employment.

Presented to Board: 06/26/13