

# Greene County Educational Service Center

## Mental Health Services

360 E. Enon Road  
Yellow Springs, Ohio 45387  
(937) 767-1303

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## CLIENT RIGHTS AND RESPONSIBILITIES

As you begin Mental Health Services through the Greene County Educational Service Center (ESC), it is important you understand your rights and responsibilities as a client. This brochure will help you gain that understanding. Please read it carefully.

### Client Rights

#### *Confidentiality*

As you enter treatment, a client record is started which includes information about your personal history, service plan and progress. This information is shared only with those involved with your treatment. You must provide written consent for anyone outside our agency to have access to your record. However, Greene County ESC Mental Health Services may release information without your consent when a court order is received, if there is an emergency or life-threatening situation, if there is evidence to suggest child abuse, or as otherwise require by law. Records may also be examined by auditors and evaluators to assure quality of services or to substantiate claims for payment (e.g., insurance, Medicaid).

All client records are kept in locked files and are seen only by authorized staff with the above exceptions. You may request to see your client record or to have a copy for which there may be a charge. A professional staff member will review it with you. Except for clients receiving forensic evaluation services as defined in paragraph (D) (9) of Rule 5122:2-1-01 of the Administrative Code, from a certified forensic center, each client has all of the following rights as listed in paragraphs (D) (1) to (D) (22) of this rule.

- a) The right to be treated with consideration and respect for personal dignity, autonomy and privacy;
- b) The right to service in a humane setting that is the least restrictive feasible as defined in the treatment plan;
- c) The right to be informed of one's own condition, of proposed or current services, treatment or therapies, and of the alternatives;
- d) The right to consent to or refuse any service, treatment or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment or therapy on behalf of a minor client;
- e) The right to current, written individualized service plan that addresses one's own mental health, physical health, social and economic needs and that specifies the provision of appropriate and adequate services as available, either directly or by referral;
- f) The right to active and informed participation in the establishment, periodic review and reassessment of the service plan;
- g) The right to freedom from unnecessary or excessive medication, restraint or seclusion;
- h) The right to participate in any appropriate and available agency service, regardless of refusal of one or more services, treatments or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity
- i) The right to be informed of and refuse any unusual or hazardous treatment procedures;
- j) The right to be advised of and refuse observation by techniques such as one-way mirrors, tape recorders, televisions, movies, or photographs;
- k) The right to have the opportunity to consult with independent treatment specialists or legal counsel, at one's own expense;
- l) The right to confidentiality of communications of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal status, unless release of information is specially authorized by the client or parent or legal guardian of minor client or court-appointed guardian of an adult client in accordance with Rule 5122:2-3-11 of the Administrative Code;
- m) The right to have access to one's own psychiatric, medical, or other treatment records, unless access to particular identified items of information is specifically restricted for the individual client for clear treatment reasons in the client's treatment plan. "Clear Treatment Reasons" shall be understood to mean only severe emotional damage to the client such that dangerous or self-injurious behavior is an imminent risk. The person restricting the information shall explain to the client and other person authorized by the client the factual information about the individual client that necessitates the restriction. The restriction must be reviewed at least annually to retain validity. Any person authorized by the client has unrestricted access to all information. Clients shall be informed in writing of agency policies and procedures for viewing or obtaining copies of personal records;
- n) The right to be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of that event;
- o) The right to receive an explanation of the reasons for denial of service;
- p) The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle, physical or mental handicap, development disability, inability to pay, or humiliation due to any of these;
- q) The right to know the cost of services;

# Greene County Educational Service Center Mental Health Services

## CLIENT RIGHTS AND RESPONSIBILITIES – Continued

- r) The right to be fully informed of all rights; verbally informed of all rights and to receive a written copy upon request;
- s) The right to exercise any and all rights without reprisal in any form including continued and uncompromised access to service;
- t) The right to file a grievance and the right to have oral and written instructions for filing a grievance;
- u) The right to reasonable accommodation to the known physical or mental limitations;
- v) The right to freedom from abuse, financial or other exploitation, retaliation, humiliation, and neglect.

### Philosophy of Our Program

Our emphasis in providing effective school-based mental health services is on accessibility and advocacy for youth and their families. Comprehensive and preventative services are key features of our system of care. We encourage active participation of youth and their families in our programs and collaboration with community agencies. Our proactive approach promotes healthy youth development by building upon a youth's unique strengths and competencies.

### Client Responsibilities

#### *Funding Sources*

School-based mental health services provided by the Greene County ESC are currently funded through our association with the Mental Health & Recovery Board of Clark, Greene, and Madison Counties, the Ohio Department of Job and Family First, and your respective Greene County school district. Any additional questions regarding funding sources should be directed to Dr. Tim Callahan, Director of Mental Health Services, (937) 767-1303 ext. 127.

### Required Information

To access our school-based services, you will be asked to provide the following information to complete a client enrollment packet.

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| <input type="checkbox"/> Client social security number                                      | <input type="checkbox"/> Informed consent for treatment                                 |
| <input type="checkbox"/> Background information (e.g., name, address, residency, ethnicity) | <input type="checkbox"/> Release of information (e.g., school personnel, psychiatrists) |
| <input type="checkbox"/> Income eligibility for additional funding                          | <input type="checkbox"/> Client behavior checklist                                      |
| <input type="checkbox"/> Social services received   | <input type="checkbox"/> Diagnostic assessment  |
| <input type="checkbox"/> Client Medicaid card, if applicable                                | <input type="checkbox"/> Residency Verification   |

*A trained mental health therapist will assist you in completing this packet and answer any questions you may have.*

Greene County ESC Mental Health Services is a private not-for-profit corporation and complies with the standards set forth by the Ohio Department of Mental Health, the Ohio Department of Alcohol and Drug Addiction Services, the Americans with Disabilities Act, and the Rehabilitation Act of 1973. Greene County ESC Mental Health Services contracts with the Mental Health & Recovery Board of Clark, Greene, and Madison Counties.

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Our mission is to support school-age youth and their families in maximizing their potential and enhancing their wellness in the natural environments of school, family, and community through advocacy, mental health services, and education.

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### **Client Rights Officer and Health & Safety Officer**

Timothy J. Callahan, Psy.D.  
Director of Mental Health Services  
**(937) 767-1303 ext. 127**

**An Equal Opportunity Employer and Equal Provider of Services**