



RIGHTS, RESPONSIBILITIES AND RULES OF CONDUCT

Name: _____

Admission Date: _____

The following is a list of your rights and responsibilities while you participate in this program. OPTIONS staff will help you to be able to do these things.

KEY: **CSS** = Community Support Specialist **ID Team** = Interdisciplinary Team **ISP** = Individual Service Plan

RIGHTS

1. You have a right to learn things that will help you do your best; things like cooking or how to live in an apartment or how to work.
2. Your ID Team helped you plan an Individual Service Plan or "ISP." The ISP explains the behaviors, adaptive living skills, medical and/or other needs to help you reach your goals. You will be an important member of your ID Team.
3. You may request an ID Team meeting at any time.
4. You have a right to go to classes and learn things like reading and writing.
5. You have a right to have people treat you with care and be free from harm.
6. You have a right to be by yourself when you want to be and to have privacy.
7. You have a right to be with anyone you choose.
8. You have a right to see a doctor when you need to see one, without waiting for a long time.
9. You have a right to go to any church or synagogue you want to or to stay home and not go to a church or synagogue.
10. You have a right to go places and be with people.
11. You have a right to have your family or friends visit you at the program.
12. You have a right to exercise and have fun.
13. You have a right to look at your records at any time. If you wish, CSS staff will explain the contents to you.
14. You have a right to send and receive mail by yourself. CSS staff will offer you assistance if you want it.
15. You have a right to make and receive phone calls in private. CSS staff will offer you assistance if you want it.
16. You have a right to not be tied down or locked in a room.
17. You have a right to take only as much medicine as you need as prescribed by your doctor. You have the right to receive or reject medical care or services, except for those whom legal authority has been established.
18. You have full rights granted by the Constitution of the United States of America, including exercising your right to vote.

19. You have a right to be treated like everyone else.
20. You have a right to wear your own clothes.
21. You have the right to move but are asked to follow the admission agreement.
22. You have a right to keep your personal belongings in a storage space, such as a closet. If you have more belongings than fit in the space you have, assistance will be provided to help you find somebody to store it for you or to help you rent a storage unit.
23. You have a right to hold and control your money.
24. You have a right to have safe, healthy and comfortable accommodations, including furnishings and equipment to meet your needs.
25. If you choose to perform any work for us that is not addressed in your ISP, you have a right to be reimbursed at the minimum wage for your work. At some programs, a sub-minimum wage may be paid based on productivity which will be explained to you.
26. If you do not like what we do, you have a right to talk to the Manager of the services you are receiving or the OPTIONS Program Director (see below). An ID Team meeting can be held to discuss the issue and you can follow the grievance procedure. OPTIONS can also let you know of governmental agencies that you may talk to.

QIDP or Program Supervisor
 name:
 800 Quintana Road, Suite 2-C
 Morro Bay, CA 93442
 (805) 772-6066

Program Director
 name:
 800 Quintana Road, Suite 2-C
 Morro Bay, CA 93442
 (805) 772-6066

You may also contact your Regional Center Case Manager:

Name: _____
 Tri-Counties Regional Center
 3450 Broad St. Suite #111
 San Luis Obispo, CA 93401
 (805) 543-2833

OR

Name: _____
 Tri-Counties Regional Center
 1234 Fairway Drive
 Santa Maria, CA 93455
 (805) 922-4640

You may also contact:
 CDPH (for an ICF home):
 Name: Representative
 Licensing and Health Services
 1889 N. Rice Ave. Suite 200
 Oxnard, CA 93030
 (805) 604-2926

RESPONSIBILITIES

1. You are with us because the ID Team believes we can help you. If we cannot help you, we will assist you in finding an alternative placement.
2. You cannot remain in the program if you do not work on your Individual Service Plan (ISP) goals.
3. When you are not doing what we think you can do to help yourself, we will request an ID Team meeting to address this issue.
4. You pay us to help you, or someone else pays us to help you. You cannot remain in the program if these payments stop.
5. Nobody can do everything they want to do all of the time. We ask that you do not do things that will cause other people to worry or get hurt.
6. We ask that you give us information that will help us to help you.
7. You are encouraged to contact your family and friends before it gets too late in the day. Unless there is an emergency, your family and friends should not contact you too late in the day. You may have visitors but they may not interfere with other people receiving services.
8. Do not keep or use things that are dangerous. Some things that are dangerous are guns, knives, drugs and alcohol.
9. You are required to give us thirty days notice if you want to exit the program. If we believe we are unable to provide services for "good cause" we will provide you with a thirty day notice to locate alternative services.
10. You are expected not to do things that are dangerous to yourself or others. Before you make a decision, first think about the consequences. If you hurt yourself or someone else, the ID Team will meet to decide if this is the appropriate placement for you and may determine that a thirty day or three day notice to discontinue services is necessary.
11. Do not verbally or physically hurt or frighten others. Other people must be able to feel safe around you.
12. If you want extra medical, dental, psychological, or any other services, you must pay for these yourself or find someone who will pay for them. If you choose your own doctor or dentist, you may have to pay that person yourself or find someone who will pay them.
13. Do not do things that will make you sick or keep you from getting better.
14. Allow other persons served to have time and space to themselves.
15. Respect the personal property of others and do not use things that belong to them without their permission. If you break something that belongs to somebody else, you may be responsible for replacing it.
16. Take good care of your clothes and personal belongings.
17. During the hours you are receiving services, you are responsible for telling us where you are going when you leave and when you will return.
18. Help with daily chores like preparing meals, setting the table, cleaning the house (including your room), etc.
19. Keep your money and valuable belongings in a safe place.
20. Listen to your stereo or TV at a volume that does not disturb other people.

- 21. Follow the rules of the OPTIONS program you are participating in.
- 22. You should not do things that get in the way of the rights of other people. Other people have the same rights you do and must be respected.

SIGNATURES

THE THINGS I CAN DO (RIGHTS) AND THE THINGS I AM ASKED TO DO (RESPONSIBILITIES) HAVE BEEN EXPLAINED TO ME. I HAVE BEEN GIVEN A COPY OF THIS FORM AND STAFF WILL REVIEW THIS FORM WITH ME AT ANY TIME THAT I REQUEST.

Signature _____

Date: _____

Program Supervisor Signature _____

Date: _____

Program Manager Signature _____

Date: _____

CSS Signature _____

Date: _____

Witness Signature _____

Date: _____