

Hope Enterprises Inc.	Policy and Procedure
Policy Name:	Individual Rights
Effective Date:	December 2017
Revised Date:	1/2021, 2/1/2021, 12/21/2021, 11/2/2022, 10/4/2023, 9/4/2024
Policy:	<ol style="list-style-type: none"> 1. Any Individual and person(s) designated by the individual receiving services will be informed of their Rights at admission and annually thereafter. 2. Hope will maintain a statement signed by the individual, or the individual's court- appointed legal guardian, acknowledging receipt of the information on individual rights. 3. Individuals will have their own private bedrooms in licensed residential facilities. 4. Individuals are permitted access to food at any time and has the flexibility about where and when individuals eat within the home or community during the provision of services unless a restrictive procedure exists relating to access to food. 5. Individuals have the right to purchase their own belongings of their choosing (examples include but not limited to: hygiene supplies, bedding, linens, furniture, food/snacks/drinks). This will be indicated in the individual's plan.
Procedure:	<ol style="list-style-type: none"> 1. There are three separate Individual Rights pertaining to the Service: <ol style="list-style-type: none"> A. Residential B. Life Sharing C. Employment, In-Home and Community, Companion, Community Participation Supports – Community Based 2. Individuals will have their Individual Rights Agreement reviewed with them on or before the date listed from the previous year. 3. Individual will sign and date the Individual Rights Agreement after reviewing and the person reviewing the Rights will sign and date as a witness. 4. For Individuals who have Legal Guardians Only: <ol style="list-style-type: none"> A. A letter with the Individual Rights Agreement and a self-addressed stamped envelope will be sent to the Individual's Guardian requesting review and signature. B. The Individual Rights Agreement is maintained in individual's record.
Cross References:	<ul style="list-style-type: none"> • Chapter 6100 - Services for Individuals with an Intellectual Disability or Autism (6100.181-6100.186) • Chapter 6400 - Community Homes for Individual with an Intellectual Disability or Autism (6400.31-6400.34) • Chapter 6500 - Life Sharing Homes (6500.31-6500.34)
Training References:	<ol style="list-style-type: none"> 2. Individual Rights – Residential 2. Individual Rights – Life Sharing 2. Individual Rights – Community Based Services
Approval:	<p style="text-align: center;"><u>Suzanne Glisan, COO</u> <small>Suzanne Glisan, COO (Sep 18, 2024 19:29 EDT)</small></p>