

ADMINISTRATIVE POLICY

- 1 OPTIONS promotes and provides for all of its persons equal access to services and programs without regard to race, color, creed, sex, marital status, sexual orientation, age, religion, ancestry or national origin.
- 2 OPTIONS will further ensure that each person is afforded all the rights experienced and granted to all members of society, within the limits of each program, and will ensure that these rights are protected and preserved.
- 3 Supported persons in each program and services will possess the same legal and civil rights as all other citizens of California, except for those denied by law, and will be encouraged to exercise these rights and privileges to the full extent of each person 's ability and within the scope of each supported person 's Individual Service Plan (ISP).
- 4 The guidelines utilized to ensure supported person s are afforded the rights due them are covered in Welfare and Institutional Code 4502 through 4507 and Title 17 California Administrative Code Sections 50500 through 50550, and in other rights as indicated in related state and federal laws.
- 5 If a supported person is adjudicated to be incompetent by state law, all rights will transfer to said supported person 's legally authorized guardian or conservator.
- 6 If the Program Manager determines that a supported person is incapable of understanding his/her rights and responsibilities, and if said supported person has been placed at OPTIONS by the Regional Center, then the Director of the Regional Center or the parent surrogate may act on the supported person 's behalf in medical matters, or OPTIONS may request that a legal conservator or guardian be appointed.
- 7 If the supported person is a minor, said rights will transfer to the supported person 's parent/s or to the supported person 's guardian or conservator.
- 8 Supported person rights may be denied for "good cause" by the Program Manager or his/her designee. "Good cause" for the denial of rights exists when there is reason to believe that:
 - 8.1 The exercise of a specific right would be injurious to the supported person; or
 - 8.2 There is evidence that the specific right, if exercised, would seriously infringe upon the rights of others; or

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- 8.3 OPTIONS would suffer serious damage if the specific right is not denied.
- 9 Any and all denied rights will be reviewed and approved by OPTIONS's Human Rights Committee. When any such denial occurs, a "Denial of Rights" form will be utilized to document the circumstances surrounding the denial.
- 10 Each client supported person or supported person representative has the right to appeal decisions made by Regional Center representatives. The appeal process will be posted and available to all supported persons and their representatives.
- 11 Each supported person will have his/her rights thoroughly explained to him/her at the time of admission to any OPTIONS program.
- 11.1 The Program Manager/Supervisor will explain supported person rights at the time of admission, including an explanation of services available; daily rate; additional charges for special services; availability of trust account services, if applicable; transfer policies; confidentiality of records and supported person responsibilities.
- 11.2 Documentation that each supported person received a copy of his/her rights and that these rights were thoroughly explained to the supported person will be placed in each supported person 's record.
- 11.3 Each supported person will receive a copy of the "Handbook for Consumers, Parents and Significant Others" at the time of admission. supported person rights and responsibilities will be reviewed at this time. Acknowledgment of receipt will be maintained in each supported person 's record.
- 11.4 Assistance will be made available at all times to each supported person and/or supported person advocate in the exercise of supported person rights and in the procedure for registering complaints without interference.
- 12 Supported person rights policies specific to individual OPTIONS programs are included in OPTIONS Program Policies on can be viewed on the OPTIONS website.

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