

# YOUR RIGHTS AND RESPONSIBILITIES AS A PERSON SERVED BY LEAKE & WATTS

## **As a person served by Leake & Watts, you have certain rights that cannot be violated by Leake & Watts.**

- You have the right to be free from abuse, neglect, or unethical treatment.
- You have the right not to be discriminated against due to race, religion, sexual orientation, disability, age or health/medical condition.
- You have the right to know about any changes made in staff members who are directly involved with the care you receive.
- You have the right to be referred to another provider if Leake & Watts cannot provide the services you need.
- You have the right to privacy as appropriate to your service and program setting.
- You have the right to be informed of any risks associated with the services you are receiving.
- You have the right to participate in planning your services and/or program.
- You have the right to refuse to participate in individual services or program services, to the extent permitted by law.
- You have the right to be informed of rules, regulations, and other relevant program procedures.
- If you are receiving residential services, you have the right to receive visitors and to communicate by phone or mail in accordance with the federal, state and city regulations of the governmental entity licensing the program providing services.
- You have the right to confidentiality as outlined in our agency's Confidentiality Policy.
- You have the right to have someone else advocate on your behalf.
- You have the right to access your service records in accordance with each program's regulatory guidelines and for as long as such records are required to be maintained by Leake & Watts.

## **Similarly, as a person served or as his/her parent or guardian, you have responsibilities to uphold as well.**

- You have the responsibility to actively participate in your services.
- You have the responsibility to make it known whether or not you understand your service plan.
- You have the responsibility to indicate when you are unwilling and/or unable to comply with your service plan.
- You have the responsibility to provide accurate and complete information for your service planning.
- You are responsible for the consequences of your actions if you refuse to comply with service plan recommendations.
- You are responsible for updating information needed for your service / treatment planning.
- You have the responsibility to follow all rules and regulations established to maintain a safe service/treatment environment.
- You must respect the rights and confidentiality of others.
- For those receiving residential services, you must respect all property in your living environment.
- You are responsible for demonstrating respect to staff, other individuals who are receiving services, and the property of Leake & Watts.

If you do not have a clear understanding of these rights and responsibilities, you may ask for clarification from any staff member at anytime.



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