

**Policy: Human Rights Committee**

**Insert Agency Name**, Governing Body/Board of Directors ensures compliance with 580-3-26, Human Rights Committee in ADMH Certified Programs.

**Procedures:**

**Insert Agency Name**, The Human Rights Committee will be appointed by, and serve at the pleasure of, the community program director.

The Human Rights Committee must be composed of a majority of individuals that are not employed by the program, and consist of representatives from each of the following groups:

- Current and/or former consumers of services.
- Family members of consumers.
- Representatives of community support & Advocacy Organizations.
- Local officials
- Citizens at large
- Performance Improvement/Quality Enhancement Staff.

**Insert Agency Name**, Human Rights Committee members are required to sign a statement, prohibiting them from disclosing confidential information to others except in the performance of Human Rights Committee functions and duties.

**Insert Agency Name**, Human Rights Committee performs the following duties.

- Elect officers (Chairperson; Co-Chairperson; Secretary) to carry-out duties in an orderly fashion, with the Chair and Co-Chair not being employed by the program;
- Develop by-laws and operational procedures necessary to perform duties and responsibilities;
- Meet at least quarterly;
- Keep minutes of all meetings and maintain related correspondence;
- Report all committee activities and recommendations to the program director.

**Insert Agency Name**, Human Rights Committee includes, but not be limited to, activities such as:

- assisting in the review of rights-related policies and procedures.
- promoting rights-related education and training programs
- reviewing rights restrictions
- assisting in monitoring activities
- advising the program administrator on consumer rights-related grievances
- reviewing rights-related issues in behavioral plans.