

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **NOTIFICATION TO AUTHORIZED REPRESENTATIVE OF HIS/HER RIGHTS TO CONSULTATION AND INVOLVEMENT IN THE CLIENT'S TREATMENT PLAN**

ANNUAL REVIEW MONTH: May

RESPONSIBLE FOR REVIEW: Facility Risk Management Director

LAST REVISION DATE: August 2009

I. PURPOSE

The purpose of this policy is to establish guidelines to insure proper notification of the authorized representative of a minor, mentally incompetent adult and consenting adult, of his/her right to participate in and be informed of the treatment plan of a voluntary or involuntary client, in compliance with the OFFICIAL CODE OF GEORGIA ANNOTATED, section 37-7-164 (Alcohol and Drug), Section 37-3-164 (Mentally Ill).

II. GUARDIANSHIP

- A. CSH admitting staff will determine if a guardian has been established by reviewing the certified copy of the guardianship order with the seal of the probate court accompanying the client applicant. A copy of the document will be placed in the client's clinical record. In every case, the guardian will be named as the first representative.
- B. CSH staff shall contact the Risk Management Director relating to questions concerning guardianship.

III. NOTIFICATION OF REPRESENTATIVE

The CSH Facility Risk Management Director is responsible for insuring prompt notification of authorized representatives of the rights of the client, in compliance with rules and regulations of the Department of Behavioral Health and Developmental Disabilities (DBHDD), and existing laws. Any notification relating to commitment hearings/process shall be forwarded by the court.

Approved:

This policy has been approved by the CEO and CMO on 12/09.