	Past or Present WMCMH Employee Request of Recipient Rights Summary Report of Investigative Findings			
	Chapter:	Recipient Rights	Policy #	5-1-3
	Section:	Office of Recipient Rights	Revision #	1

- I. **PURPOSE:** To establish procedures for past or present WMCMH employees to request in writing a review or copy of a WMCMH Office of Recipient Rights (ORR) Summary Report of Investigative Findings (Summary Report) alleging and/or naming them as the accused.
- II. **APPLICATION:** West Michigan CMH past or present employees.
- III. **REQUIRED BY:** Not applicable.
- IV. **DEFINITIONS:** Not applicable.
- V. **POLICY:** To provide for release of a WMCMH Office of Recipient Rights Summary Report of Investigative Findings.
- VI. **PROCEDURES:**

1. To Request a completed WMCMH Office of Recipient Rights Summary Report of Investigative Findings:

Past or present WMCMH employee's (Requestor) alleged and/or named as the accused in a WMCMH Office of Recipient Rights Summary Report of Investigative Findings may provide a written request to the WMCMH ORR for a review or copy of the Summary Report.

This policy does not include a past or present WMCMH employee serving a sentence of imprisonment in a state or county correctional facility in Michigan or any other state, or in a federal correctional facility.

Mailing Address:

WMCMH Office of Recipient Rights
920 Diana Street
Ludington, MI 49431


2. Fees:

A fee shall be applied at a rate of \$1.00 for search fees and \$0.65 per page thereafter. (*Optional Procedure*)

3. Response Time on Summary Report Requests:

All written requests shall be responded to within ten (10) business days following the date the written request is received by the WMCMH ORR. Each request and action taken shall be recorded by the rights office.

The WMCMH Office of Recipient Rights shall redact from disclosure of the Summary Report all individually identifiable protected health information.

	Past or Present WMCMH Employee Request of Recipient Rights Summary Report of Investigative Findings			
	Chapter:	Recipient Rights	Policy #	5-1-3
	Section:	Office of Recipient Rights	Revision #	1

4. Denial of Request:

If the past or present WMCMH employee's written request of the Summary Report is denied, written notice of the denial shall be provided by the WMCMH Executive Director or designee.

5. To Request under the Michigan's Freedom of Information Act (FOIA):

Past or present WMCMH employees and other persons or entities requesting information may file a formal request under the Michigan Freedom of Information Act as amended, MCLA 15.2311, et. seq.

VII. **SUPPORTING DOCUMENTS: N/A**

VIII. **POLICY/PROCEDURE REVIEW:**

REV#	APPROVED BY	Policy/Procedure	DATE
NC	Unknown		06/2016
NC	Unknown		11/2019
1	COC	Annual Review	11/2020
1	COC	Annual Review	01/2022
1	COC	Annual Review	01/2023
1	COC	Annual Review	1/2024
Board Approval Date: 09/21/2010			

IX. **CHIEF EXECUTIVE OFFICER ENDORSEMENT:**

I have reviewed and approved of policy # 5-1-3 Revision # 1.

CEO: Lisa A. Williams Approval Signature: _____