

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Child rights – Notification of rights and grievance procedures

Chapter:

10

Effective Date:

10/25/1999

Revision Date:**Policy Number:**

10-111-001

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Upon admission, each child and available parent and, if applicable, an available guardian or custodian, unless court-ordered otherwise, shall be informed of the child's rights, the right to lodge grievances without fear of retaliation and applicable consent to treatment protections specified in .3800.19 (relating to consent to treatment).
2. Each child and parent, and, if applicable, the child's guardian or custodian, shall be informed of the child's rights, the right to lodge grievances as specified in subsection (a), and applicable consent to treatment protections specified in 3800.19 (relating to consent to treatment), in an easily understood manner, and in the primary language or mode of communication of the child, the child's parent and, if applicable the child's guardian or custodian.
3. A copy of the child's rights, the grievance procedures, and applicable consent to treatment protections shall be posted and given to the child, the child's parent, and, if applicable the child's guardian or custodian, upon admission.
4. A statement signed by the child, the child's parent and, if applicable, the child's guardian or custodian, acknowledging receipt of a copy of the information specified in subsection (a), or documentation of efforts made to obtain the signature, shall be kept.
5. A child and the child's family have the right to lodge a grievance with Keystone for an alleged violation of specific or civil rights without fear of retaliation.

6. Keystone shall develop and implement written grievance procedures for the child, the child's family and staff persons to assure the investigation and resolution of grievance regarding an alleged violation of the child's rights.

DISCUSSION: