

Edgewood Children's Center
CLIENT AND AGENCY RIGHTS, PROTECTIONS, AND RESPONSIBILITIES
Day Treatment And Residential Treatment Programs

Edgewood Children's Center believes that when a child is admitted to either Day Treatment or Residential Treatment, everyone involved has rights and responsibilities, including the child, parent or legal guardian, and Edgewood. Because of their importance, these rights, protections, and responsibilities are reviewed by new staff when hired and by all parties when a child enters any of Edgewood programs. Parents, children, or staff who believe that Edgewood is violating any client rights or protections or is not meeting any of its responsibilities should report their concerns to a staff member they trust or file a written grievance. A copy of the grievance procedure can be obtained from your therapist, teacher, or any staff member you trust. Office hours are 8:30 AM to 3:30 PM on regular school days.

Edgewood is responsible for:

- Providing services to children and families without regard to race, religion, sex, ethnicity, or handicap
 - Insuring that all children receive humane care and treatment in the least restrictive setting possible
 - Respecting the uniqueness of each child's race, culture, and religion and promoting the value of diversity
 - Promoting privacy and dignity in the care of each child's personal needs
 - Establishing written, individualized plans for the care and treatment of each child and family, with regular Case Reviews.
 - Facilitating participation by the parent(s) and legal guardian in the child's care and treatment
 - Planning for termination services and aftercare in cooperation with the parent(s) or legal guardian
 - Maintaining the confidentiality of all information provided by the child and family, except as required by law.
- Edgewood is legally required to report suspected child abuse/neglect and situations in which violence has been threatened or appears likely. Clients seen under contract with third party payors (such as the Division of Family Services, school districts, or insurance companies) are advised that such enmities may require access to all records regarding clients they are funding.**

The child is responsible for:

- His/her behavior at all times
- Being where he/she is supposed to be when he/she is supposed to be there
- Avoiding illegal activities
- Respecting staff and the other children
- Respecting the physical surroundings and the personal property of others

The parent(s) or legal guardian is responsible for:

- Furnishing all the information needed for the child's admission, care, and treatment
- Carefully reviewing and signing all required documents
- Participating in developing and implementing plans for the child's care and treatment
- Supporting the child's treatment program
- Notifying staff about family and neighborhood events that are important to the child
- Keeping regular appointments and notifying staff if an emergency arises
- If medication has been prescribed, insuring that the child takes the medication while at home
- Adhering to Edgewood's visiting procedures

The parent(s) or legal guardian has the right to:

- Decide whether or not to accept Edgewood's services
- Participate in developing the child's treatment plan and attend their child's Individual Education Plan (IEP) Conference
- Appeal decisions which affect their child, including filing a written grievance
- Review their child's record and add a statement to their child's record
- Consent or decline to take part in Edgewood research regarding children and families
- Refuse for their child any service, treatment, or medication

The child has the right to:

- Feel safe and protected
- Participate in developing his/her treatment plan and attend his/her Individual Education Plan (IEP) Conference
- Appeal decisions which affect him/her, including filing a written grievance
- Add a statement to his/her record

Edgewood reserves the right to discontinue services for the following reasons:

- The child manifests behavior that seriously threatens self or others or engages in serious illegal acts
- Edgewood's professional staff determines that continuing services is not in the best interest of the child
- The sponsoring agency, parent(s), or legal guardian does not pay the bills in a timely manner

In such cases, Edgewood will

- Work with all interested parties to effect a resolution before terminating services.
- Provide a referral for services needed by the child/family
- Provide the parent(s) or guardian a written explanation for the decision to terminate within five working days