

Hillside Service Affiliates – Residential/Foster Care Programs

RIGHTS AND RESPONSIBILITIES OF YOUTH AND FAMILIES

Youth and Family Rights

- Services will be provided equally to all based on the needs presented by youth and families. Hillside does not discriminate on the basis of race, religion, gender, ethnicity, disability, economic status, sexual orientation, and/or gender identity.
- Every step will be taken to recognize, respect, and respond to your unique, culturally-defined requests as well as to preserve your dignity and privacy.
- Care will be provided by competent personnel in the most effective and least restrictive environment to meet individual needs.
- Your participation and input into an individualized service plan is important and welcome. The plan will be developed based on your needs and goals.
- You are involved in decisions about care and may voice concerns and request changes in services without fear of consequences.
- If you have a concern with the service being provided, please discuss this with your Service Provider and/or their supervisor or see the Customer Service section at the end of this document.
- If you are unable to understand a proposed treatment or are unable to communicate your wishes regarding care, an alternate decision maker may be named via a Health Care Proxy. Please see your Service Provider for more information.
- Your communication needs will be accommodated to support better understanding by using interpreters and/or bilingual personnel. Visual or physical needs will be accommodated by altering meeting locations, time, and using other options to provide services.
- Participation in research is always voluntary. If appropriate, your Service Provider will contact you. Service will continue regardless of participation.
- Safety rules and expectations of your program can be found in your Family and/or Youth Handbooks.
- You may choose not to participate in care and treatment. You will be informed of the impact of your decision by your Service Provider; this can include discharge from the program.
- Our environment is free from any form of abuse or exploitation and access to protective and advocacy services is provided by local and state authorities.
- Civil rights are fully protected while at Hillside Family of Agencies (HFA) as age appropriate. Specifically, you are still eligible to register and vote in elections, apply for permits and licenses, receive civil service ranking and appointments, and apply for jobs without discrimination.
- Policies and procedures on confidentiality will be strictly maintained and can be found in the Notice of Privacy Practices found in your Family Handbook.
- Your rights are posted in all service delivery locations and can be found in your Family Handbook.
- Hillside is a 24-hour care facility. The business hours for your program are generally 8am to 5pm, Monday through Friday. Meetings, such as Treatment Conferences, may be provided outside of these hours based on program and/or your needs.
- Individuals in care are encouraged to and have the right to visit with family members as well as receive all mail, telephone calls and other communications (unless valid reasons for modification to this right are documented in the service plan). Individuals and families may request private areas for conversations.
- Routine medical, vision, behavioral, dental and rehabilitation care is provided and/or arranged as needed.
- Appropriate educational services, recreational activities and age-appropriate social opportunities are available.
- Your right to explore and participate in religious activities will be protected.
- Your right to privacy and confidentiality during the course of care is protected by law. This includes both communications between you and the people who will be working with you, as well as information contained in your record. You have the right to request that your Service Provider discuss the contents of your record with you. You may also request to have your record sent to any other Service Provider from whom you are receiving care. If you are under 18 years of age, a parent or legal guardian may make this request.
- Generally, information from your service record cannot be released without your written consent. Under limited circumstances, certain information may be given out under the direction of NYS governmental agencies or the courts.

Youth and Family Responsibilities

- You have the responsibility to respect the privacy, safety and property of others and follow program rules.
- You should ask questions when you do not understand the care, treatment, services or expectations.
- You have the responsibility to participate in family sessions, treatment conferences, etc., according to the guidelines of your program. Your participation in the program is critical to the success of your child.
- You must provide, to the best of your knowledge, accurate and complete information about your family's mental and physical health history and any changes as they occur.
- You have the responsibility to keep appointments or to notify your Service Provider of necessary cancellations 24 hours in advance.

Customer Service

We will make every effort to provide you with helpful, professional services. If, for any reason, you are dissatisfied with our service, please let your Service Provider know right away; or to gain access to a Program Supervisor, you may call Service Integration at **(585) 256-7500** or the Customer Satisfaction Line at **(585) 256-7761** or toll free at **(877) 346-1190**.

There are various advocacy groups that can help if you feel you or your family member's rights have been violated. Please see your Family or Participant Handbook for a complete listing of advocacy groups. If you need a new copy of your Family or Participant Handbook, please talk with your primary worker. You may also wish to contact Customer Satisfaction at **(877) 346-1190** or email info@hillside.com for information on advocacy groups.