

Willow Tree Counseling

Client Rights & Responsibilities

Date:

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#: **Client Name:** _____

Date of Birth _____

As a client you have a responsibility to:

- Express your concerns
- Be treated with dignity and respect
- Be an active participant in counseling services
- Choose where you receive services
- Notify staff if you do not feel that the environment is safe within the counseling setting

Client Rights and Responsibilities as identified in the ND Administrative Rules are identified as follows:

1. A program must assure the right of each client to:
 - Be treated with respect and dignity;
 - Be treated without discrimination based on physical or mental disability;
 - Be treated without regard to race, creed, national origin, sex, or sexual preference;
 - Have all information handled confidentially in accord with applicable laws, regulations, and standards;
 - Receive notice of federal confidentiality requirements;
 - Not be subject to physical, emotional, or sexual abuse or harassment by employees or another client;
 - Have services for male or female clients reflecting the special needs of each gender and to be provided equivalent, clearly dened, and well-supervised sleeping quarters and bath accommodations for male and female clients;
 - Be provided a reasonable opportunity to practice the religion of the client’s choice insofar as the practice does not interfere with the rights of other clients or the treatment program;
 - Have the right to be excused from any religious practice;
 - Have access to an established client grievance procedure; and
 - Be informed of client rights in a language the client understands.
2. A program shall protect the fundamental human, civil, constitutional, and statutory rights of each client.
3. A program shall implement a written policy that describes the rights of clients and the means by which these rights are protected and exercised.
4. As appropriate, the client, the client’s family, or the client’s legal guardian shall be informed of the client’s status if authorized by a client who is fourteen years of age or older.
5. A program shall evaluate for appropriateness any restrictions placed on the rights of individual clients. The program shall document in the client’s clinical record the clinical rationale for such restrictions.
6. A program shall implement a written policy stating the form and manner in which a client may file a grievance or an appeal of a program decision. The procedure must be written in language that is understandable to the client and must be provided to the client in a timely manner.

I have read the above Client Rights & Responsibilities carefully; My written and/or electronic signature indicate that I understand, agree to comply with, and acknowledge receipt of the Client Rights & Responsibilities carefully:

Client Name: _____

Client Signature: _____

Provider Signature: _____