

Addendum D
Individual Rights & Responsibilities

Basic Rights	What does this mean?	My responsibilities are:
To be free from physical or psychological abuse, neglect, or financial exploitation	<ul style="list-style-type: none"> • You have the right to say “no” to anybody trying to change the way you act by hurting you, or putting you in danger • You have the right to be treated well and with respect 	<ul style="list-style-type: none"> • Tell someone you trust if you believe you have been abused, neglected, or exploited • Ask them to assist you in reporting or calling for help • Report Center number is 1-800-922-5330
To control one’s own personal and financial resources, or if any support is needed to assist in managing financial resources, there are safeguards in place to ensure appropriate use of funds, access to the funds, and accountability for all funds	<ul style="list-style-type: none"> • You can keep and spend your own money on the things you want unless you have a guardian, conservator, or payee who has been designated to help you with your money • You have a right to your own things 	<ul style="list-style-type: none"> • Pay your bills (rent, utilities, food, and fees) before spending money on other things that you want • Keep your own money and personal belongings in a safe place
To make active and meaningful decisions in the matters impacting your life	<ul style="list-style-type: none"> • You can speak up and express your own ideas and decisions about your life • You can ask questions, get answers from staff, family and others to help you make decisions • You can participate in all aspects of your support planning and how your plan is implemented • You can make decisions about your home, work, daily routine, and activities 	<ul style="list-style-type: none"> • Understand the facts and consequences of your choices • When you are not sure about a decision, talk to friends, family, staff, and other people you can trust • Listen to others and respect their ideas • Follow your Person Centered Support Plan and work to achieve your personal goals as outlined in your plan
To Privacy	<ul style="list-style-type: none"> • You can expect to have time, space, and opportunity for privacy • You can close your bedroom door and expect that no one will enter your space without your permission • You can have private telephone conversations • You can have privacy when bathing, grooming, and dressing • You can receive mail, open, and ready your own mail 	<ul style="list-style-type: none"> • Allow others to have privacy, for example: knock before you enter someone else’s room or space • Close or lock your door if you want privacy • Answer the door or respond if someone knocks on your door • Tell your staff or housemates if you want to be left alone • If needed, ask someone to help you read your mail after you have opened it
To associate and communicate publicly or privately with any person or group	<ul style="list-style-type: none"> • You can visit and spend time with your family, friends, girlfriends, or boyfriends • You can choose the kind of relationship you wish to have 	<ul style="list-style-type: none"> • Be considerate of your friends and family • Respect the rules of your family’s and friends’ homes • Treat others well and with respect
To practice religion or faith	<ul style="list-style-type: none"> • You can choose to be involved in a religion if you would like to 	<ul style="list-style-type: none"> • Allow others to practice their beliefs

	<p>be</p> <ul style="list-style-type: none"> You can choose whether or not you go to church/temple/mosque and which church/temple/mosque you will go to 	<ul style="list-style-type: none"> Tell your support staff or case manager if you want to go to church and ask them to help you get there or find someone to go with you
Right to vote	<ul style="list-style-type: none"> I have a legal right to vote I can choose to vote at an accessible polling place or vote in the privacy of my own home by mailing my ballot There are rules about who can provide assistance and how they can help me to vote 	<ul style="list-style-type: none"> Find out as much as you can about who is running for office and what they stand for Register to vote Ask for assistance as needed to obtain a mail in ballot or go to the polls
To not be required to work without compensation, except in upkeep of home	<ul style="list-style-type: none"> You have the right to work and be paid for work that you do except for keeping up your own living space or common areas of your home that you may share with others 	<ul style="list-style-type: none"> Be on time for work and do good work Keep your own room clean Help with the household chores
To be treated with dignity and respect	<ul style="list-style-type: none"> I should be listened to, responded to, and treated kindly If I am an adult, I should be treated as one 	<ul style="list-style-type: none"> Treat others well and with the same kind of respect as you would want to be treated
To receive due process	<ul style="list-style-type: none"> You and your guardian will receive information regarding how to make a formal complaint or grievance You have a right to appeal any action or policy which you believe to be unfair, unjust, and/or against your basic human rights 	<ul style="list-style-type: none"> If you feel something is not right, you should notify your case manager and ask him/her to help you present your complaint according to the grievance procedure Ask questions concerning the grievance procedure to your case manager or anyone you prefer to help you Any dispute that is unable to be resolved internally within the agency may be referred to the CDDO
To have access to your own records, including funding and billing	<ul style="list-style-type: none"> You and your guardian will be provided individually appropriate information regarding confidentiality, how you can access your records and with whom you wish to share your records 	<ul style="list-style-type: none"> Ask your case manager if you wish to see or have a copy of any of your records You must sign a release of information form if you wish to have any of your records shared with someone else
You may have other rights as provided by law or regulation	<ul style="list-style-type: none"> Rights are personal power we have because we are human beings and citizens 	<ul style="list-style-type: none"> Responsibilities are the obligations we accept whenever we act. They are the expectations others have of us defined by law and human decency