

Policy and Procedure for Rights of Clients
The Right Step, Inc.

All clients of The Right Step, Inc. have the same legal rights and responsibilities guaranteed to all other individuals under the federal and state constitutions and federal and state laws unless such rights are modified pursuant to state or federal law.

All clients of The Right Step, Inc. automatically receive these rights upon becoming a client of The Right Step, Inc.:

- the right to be treated as an equal citizen
- the right to an individualized therapeutic riding plan
- the right to humane care and treatment
- the right to religious belief, practice, and worship
- the right to privacy and confidentiality of information pertaining to clients and their families
- the right to notification
- the right to be spoken to directly and be included in decision making
- the right to self-advocacy

Copies of this policy and procedure will be verbally explained, given to, and signed for by all clients, volunteers, and instructors of The Right Step, Inc. at the start of their involvement with the program. They will also be posted on site. These rights will also be reviewed at the time of any change in a client's service.

No client, his/her family members, guardian, or authorized representatives, may be retaliated against in their receipt of services or supports or otherwise as a result of attempts to advocate on their own behalf.

Suspension of Rights:

- A client's rights may be suspended only to protect the individual from endangering his/herself, others, equines, or significant property and in a manner which will promote the least restriction on the client's rights.
- Instructors will make the decision to suspend rights in emergency situations. In such situations an Incident/Occurrence Report will be completed within 24 hours of the event.
- Any other suspension of rights will be done by the Instructor and/or Program Director in consultation with the client's parent/guardian. Additionally, in the case of a minor, the client's parent/guardian must approve suspension of any rights which may pertain to the minor. Documentation of the suspension of rights will be kept in the client's file as well as on file by the Program Director. The appropriate Community Centered Board will be notified within 48 hours of suspension.
- Suspension of rights other than in an emergency situation will be reviewed at a minimum of six months from the suspension by the Instructor, Program Director, and Parent/Guardian to determine if there is a continuing need for suspension.

I certify that this Policy and Procedure for Rights of Clients has been verbally explained to me and that I have been given a copy for my records.

Signature: _____ Printed Name: _____
Self or Parent/Legal Guardian/Legally Responsible Person

Printed Name if not self: _____

Circle one: Client Instructor Volunteer

Date: _____