



ASSURANCE OF RIGHTS SUMMARY

As a provider of services licensed by the Department of Behavioral Health and disability Services, Capriccio Elite, LLC must take all reasonable step to protect your human rights set out in the 12VAC-35-115 *Regulations to Assure the Rights of individuals Receiving Services from Providers Licensed, Funded, or operated by the Department of Behavioral Health and Developmental Services* and Capriccio Elite, LCC policy on assurance of human rights. A summary of rights is as follows:

1. **DIGNITY:** You have the right to be treated with dignity and respect. This means that you have the right be called by your preferred or legal name, to be protected from harm including abuse, neglect and exploitation, to request help to apply for and use any public services or benefits for which you are entitled, have opportunities to talk with others privately, to be given written general information about your services, Capriccio Elite, LLC policies in writing, and to have a person of your choice be notified of your general condition and location.
2. **SERVICES:** You have the right to receive services provided by Capriccio Elite, LLC that are based on a service plan tailored specifically to your needs and preferences. You have the rights to contribute to your services plan and request changes based on your needs and preferences. Capriccio Elite, LLC cannot deny you services to you solely based on your race, national origin, sex, age, religion, disability or ability to pay.
3. **DECISION MAKING AND CONSENT:** You have the right to participate meaningfully in decisions regarding all aspects of the services Capriccio Elite, LLC provides that directly affect you. If needed, an authorized representative can help you make decisions about your services and to consent to those services. If you are a minor, Capriccio Elite, LLC must get consent and decision making help from your parent or legal guardian.
4. **CONFIDENTIALITY:** Capriccio Elite, LLC provides you with a notice of privacy practices that identifies how we keep information that we know about you confidential, who can access your information, and how we may disclose your information. Information that we are authorized to share will be shared in a respectful manner and only to those that are authorized to receive information.
5. **ACCESS AND AMENDMENT OF SERVICE RECORD:** you have the right to request to see and read your own service record or to allow other people to see and read a copy of your service record. You have the right to request copies of your record made at your own expense. You can ask Capriccio Elite, LLC to correct and notify others of any part of your service record that you feel is incorrect.
6. **FREEDOMS OF EVERYDAY LIFE** You have the right to enjoy off the freedoms of everyday life that are consistent with your service. This includes use the use of restraints unless necessary as the result of an emergency in which you or others may be harmed.
7. **WORK** – you have the right to be paid for work as defined as tasks that are not part of your services or personal maintenance and housekeeping that are for the benefit of Capriccio Elite, LLC staff.
8. **NOTIFICATION:** You have the right to be notified of your rights, to have someone help you read and understand your rights, and to be provided a copy of relevant regulation and polies

