

Penn-Mar Human Services
Residential Agreement

RIGHTS, RESPONSIBILITIES AND PROBLEM-SOLVING AGREEMENT

I. Introduction

Penn-Mar's programs and services are provided to help each person learn to do as much for himself/herself as possible. This learning process takes place in a caring environment, focused on the importance of each person. This is done based on the idea of normalization and the desire to provide each person with the same rights and activities as anyone else. Each person receiving services from Penn-Mar and/or their parent or guardian need to be made aware of the rights and responsibilities that are involved when they begin to participate in Penn-Mar's Residential Service Program by moving into a residential group home.

II. Rights

As a person who has chosen to live in a Penn-Mar group home, I,

(Full Name)

am allowed and encouraged to use all the civil, legal, and human rights that am guaranteed under the United States and respective State's constitution.

1. The right to freedom of speech and expression - this means I may speak or not speak if I choose and say whatever I choose. For example, I can order my own food at a restaurant or tell a doctor what is hurting me. I have the right to call or receive phone calls in a private setting as long as I am able to pay for the phone calls and properly using the phone without upsetting others. I have the right to write or send mail without having someone check it first or open it for me, unless I want staff to or need assistance. I also have the right to make comments or complaints to Penn Mar staff about the programs I participate in, the way they care for me, or the conditions I live in.
2. Freedom of Religion - I have the right to decide whether I want to go to church or whether I don't want to go to church. If I do go to church, it is my decision which church I go to. I also have the right to pray and show my faith as I choose.
3. Right of association - This means that I have the right to go out and do any activity that I choose. I have the right to visit with my family and friends or other people I choose. I even have the right, to responsibly get married and to responsibly procreate.
4. Right to reasonable privacy of self and possessions - If I choose not to have my things or body touched, no one can touch them. I have the right to bathe and change my clothes with the door shut so that others cannot see me.

5. Right to confidentiality of personal information - The only people who have the right to my personal information are those on my team, such as my service coordinator and the staff that work with me and need the information to provide me care. If others want to know information about me, I can either say “yes” or “no”.
6. Right to contract, own, and dispose of my property, to manage my personal financial affairs and have information about costs and services - I have the right to buy, own or sell my things. I have the right to know about my personal money matters and information about costs and services. If I need or want help with keeping track of my money, I, or my guardian may give permission in writing to the person I choose to help keep track of my funds.
7. I have the right to access the court system if it is meaningful and fair to myself and others. This includes my right to having a lawyer.
8. The right to be free from cruel and unusual punishment. This means that no one is allowed to hurt my body or make me do things that could hurt me or someone else. No one, including staff or other housemates may intentionally mistreat me. Staff may not ignore my feelings, my health, or my need to go out and do things. No one is allowed to make me do things that are not safe, and no one is allowed to try to keep me in one place by holding or tying me down. No one is allowed to give me more medications than my doctor prescribes or give me medications that I don't need.
9. I have the right to the same protection of the law as anyone else does. This means I am entitled to be treated the same as anyone else by public agencies. State and Federal work laws say that I am entitled to the same chance for education, a job and the same pay check as others are but I am not going to receive a pay check for helping to keep my home clean, do regular household chores, etc.
10. I have the right to cast a vote to elect public officials in any election within the area I live and to be told about the rules and guidelines of voting if I choose. I can go vote for the mayor, the governor and the president of the U.S.A. if I want.
11. I have the right to see all assessments or tests I take and am allowed to look at any information that has to do with my Individual Plan.
12. I have the right to have Residential Services provided in a humane, pleasant and caring place with the least amount of restrictions necessary. I am entitled to three (3) meals (breakfast, lunch and dinner) that are healthy and good for me. I should get a packed lunch to take to work with me if I choose. I am allowed to have a bed that is big enough for me and am supposed to have a clean mattress, sheets and blankets. I am supposed to have a bedroom and living room that has plenty of light, air and heat. I am allowed to choose, buy, and use my clothing and personal belongings in the way they were meant to be used. I am supposed to be trained to do new

stuff in a way to help me learn. I am allowed to participate in the planning of my PCP, how the plan is carried out, and all the reviews that report on my progress. I am entitled to have a toilet, shower and bathtub to use without anyone else seeing me unless I really need help to do it. I am entitled to have my own washcloths, towels, toothbrush, and my own place to put my things. No one can make me share my things with anyone else.

13. I have the right to be free from participation in any research project. If the opportunity to participate in any type of research that may benefit me is offered, I have the right to refuse participation.

III. Responsibilities

As a person who is living in a Penn-Mar home, I will, to the best of my ability, with appropriate help from staff:

1. Keep my home and the furniture clean and will not do anything on purpose that would break, tear, or destroy it.
2. I will follow the house routine and schedule to make sure I help out by doing my share of the household jobs that I know how to do. These jobs may include planning and making meals that are healthy and good for me, doing my laundry, dusting, running the vacuum cleaner, mopping the floor, cleaning up after meals, etc. If I am capable of performing other duties, they could be included in my share of the housecleaning responsibilities.
3. I will follow the House Rules and Procedures that are made up by my housemates and staff as long as I helped to make the rules.
4. I will participate in House Meetings, when I choose.
5. I will work with the team to improve my skills when it comes to:
 - (a) keeping myself clean, groomed and healthy
 - (b) taking care of myself
 - (c) me being able to help clean and care for my home
 - (d) spending time with others
 - (e) going on outings
 - (f) my behaviors and how well I control them

Other areas may be added depending on my ability.

6. I will respect the rights and property of other people who receive any care or help from Penn-Mar. This means that I won't destroy other people's things, borrow their things without asking, or go into their room if they have

asked me to stay out of their room. I will also do my best to speak nicely to others, and not physically or emotionally harm anyone else.

7. I will pay for my Room and Board using the Agreement outlined by the state agency or as any other financial liability agreement says that I need to pay so I can continue living in the Penn Mar home. I will also pay my share of the bills for any non-necessities, such as cable and long distance phone bills.
8. I will pay to fix or to buy new things if I break them. This means that if I put holes in the wall or break windows, mirrors, furniture or doors, I will fix, or pay somebody to fix them if I have given my permission to do this or if my entire team agrees that paying for the damages is something I need to do. (If Maryland Residential consumer, a behavior management plan must address restitution and I must consent to the plan in order for me to pay for damages. See MD restitution policy).
9. I will do my best to be where I am supposed to be when I have an appointment, meeting, etc. If I am not able to be there, I will call or ask staff to call to make arrangements for another time that works better for me.
10. I will tell staff when I will be away from my house overnight and I will tell staff when I will not be there to go to an appointment or other planned activity.
11. I will follow all Federal, State, and Local laws regarding guns, knives, or other weapons and will not bring any of these weapons into my home or job so it will remain weapon free.

IV. Appropriate Restriction of Rights and Responsibilities

The only way I would not be allowed to perform one of my rights or responsibilities would be if it were in accordance with Federal and State laws and Penn-Mar's policy. For anyone to prevent me from performing a right or responsibility, it would have to be written down in my PCP packet, stating that all team members agreed on the decision. Informed consent will be obtained when it is appropriate. In an emergency, a restriction will be approved verbally and then in writing, but only by those people who are allowed to do this. The Standing Committee must review and approve any long-term restrictions of rights that are outlined in this document.

V. Problem Solving Procedure

If you feel that Penn-Mar Human Services has not provided you will all of these rights, you have the right to tell your problem to certain people and get the matter straightened out by doing the following:

1. Talk about the problem with your Residential Manager, your Program Manager, or both to try to reach an agreement.
2. If no agreement is reached within three (3) working days, discuss your problem with the Program Administrator to try to reach an agreement.
3. If no agreement is reached within three (3) working days, talk to the Standing Committee, Chief Operating Officer and/or any other staff you think will be able to help you reach a mutually acceptable agreement.

There might be times when this process is held up and it could take longer to clear things up if the staff are not at work or are in a meeting so the Chief Operating Officer may ask another staff person to work on the problem if he or she is unable to do so.

A final decision for your problem will be given to you in writing, if you ask for it.

VI. Agreement

I have read or have been read and fully understand the above Rights, Responsibilities, and Problem Solving Procedure. Any parts I could not read or didn't understand have been thoroughly explained to me.

I also understand that living in a Penn Mar house and attending Penn Mar's day program is up to me and if I don't want to live or work here anymore, someone can let me know about other places I might be able to live or work.

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|--------------------------|------|-------------------------|------|
| Individual | Date | Witness, if appropriate | Date |
| Parent/Guardian/Relative | Date | Program Manager | Date |

This agreement will be reviewed annually as part of the PCP process before your annual meeting. A copy of this agreement will be given to you and your parent/guardian/relative/advocate, if you ask for it.