Shiawassee Health & Wellness
Office of Recipient Rights
Human Resources Log
ATTACHMENT A

Recipient Rights provisions of the Mental Health Code and Michigan Department of Health & Human Services (MDHHS) Administrative Rules require that persons providing consumer services under contract with a County Mental Health Authority obtain rights training within 30 days of initial service/employment and annually thereafter.

Please complete AND maintain the information below for each employee. Please forward a copy of this document at least annually, and upon request to :

David Jenks, Provider Network & Contracts Manager
Shiawassee Health & Wellness
1555 Industrial Dr. Owosso, MI 48867

Date: _____

Agency/Provider Site Name: _____ **Address:** _____

Person Completing Form: _____ **Title:** _____

Employee Name	Date of Hire	Date of Intial Background check	Date of Most Recent Criminal Background Check	Date of Initial Drivers License & Proof of Insurance Check	Date of Last Annual Drivers License & Proof of Insurance Check	Date of Initial Recipient Rights Check	Date of Initial TB Test	Date of most recent TB Test	Date of Fingerprinting	Date of Termination	* Job Category (A, B, C)

*Job Category Key: A=Direct Care Staff, B=Clinical/Professional Staff, C=Administrative/Support Staff

Revised 12/11/2017 djc