

**PERSONAL RIGHTS
IN PRIVATELY OPERATED
RESIDENTIAL CARE FACILITIES FOR THE ELDERLY**

EXPLANATION: This form describes the personal rights of each person admitted to a privately operated Residential Care Facility for the Elderly (RCFE). This form also provides the complaint procedures for a resident and the resident's responsible person.

The California Code of Regulations, Title 22, requires that a licensee personally advise any resident and the resident's responsible person or conservator (if any) of the personal rights described on this form when a resident is admitted to a RCFE. The facility staff and the resident's responsible person or conservator (if any) must explain these rights to the resident in a manner appropriate to the resident's needs.

This personal rights form must be reviewed, completed, and signed and dated by each resident and responsible person or conservator (if any) upon admission to a RCFE. The licensee is required to provide the resident and responsible person or conservator (if any) with a complete written copy of these rights. The signed copy of these rights shall be retained in the resident's file maintained by the licensee.

The licensee is also required to post these rights in a prominent area accessible to residents, residents' responsible persons, and the public.

These personal rights must be posted in English and in any other language(s) in which at least 5% of the residents can only read that other language(s).

RESIDENT AND RESPONSIBLE PERSON OR CONSERVATOR (IF ANY): Upon satisfactory and full disclosure of the personal rights described on this form, complete the following:

I/We have been personally advised and have received a copy of the personal rights in section 1569.269 of the Health and Safety Code and the personal rights in the California Code of Regulations, Title 22, section 87468 described on this form.

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE RESIDENT)

(SIGNATURE OF THE RESIDENT)

(DATE)

(SIGNATURE OF THE RESPONSIBLE PERSON OR CONSERVATOR, IF ANY)

(TITLE OF THE RESPONSIBLE PERSON OR CONSERVATOR, IF ANY)

The resident and responsible person or conservator (if any) have the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE

NUMBER

To report known or suspected elder abuse, please contact the Statewide Ombudsman Toll Free 24-hour CRISIS line at 1-800-231-4024.

Local Ombudsman's Office Telephone Number: _____

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EXPLANATION: Each resident of a Residential Care Facility for the Elderly shall have all of the following rights, which are in Health and Safety Code section 1569.269:

- (1) To be accorded dignity in their personal relationships with staff, residents, and other persons.
- (2) To be granted a reasonable level of personal privacy in accommodations, medical treatment, personal care and assistance, visits, communications, telephone conversations, use of the Internet, and meetings of resident and family groups.
- (3) To confidential treatment of their records and personal information and to approve their release, except as authorized by law.
- (4) To be encouraged and assisted in exercising their rights as citizens and as residents of the facility. Residents shall be free from interference, coercion, discrimination, and retaliation in exercising their rights.
- (5) To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment.
- (6) To care, supervision, and services that meet their individual needs and are delivered by staff that are sufficient in numbers, qualifications, and competency to meet their needs.
- (7) To be served food of the quality and in the quantity necessary to meet their nutritional needs.
- (8) To make choices concerning their daily life in the facility.
- (9) To fully participate in planning their care, including the right to attend and participate in meetings or communications regarding the care and services to be provided in accordance with Section 1569.80, and to involve persons of their choice in the planning process. The licensee shall provide necessary information and support to ensure that residents direct the process to the maximum extent possible, and are enabled to make informed decisions and choices.

- (10) To be free from neglect, financial exploitation, involuntary seclusion, punishment, humiliation, intimidation, and verbal, mental, physical, or sexual abuse.
- (11) To present grievances and recommend changes in policies, procedures, and services to the staff of the facility, the facility's management and governing authority, and to any other person without restraint, coercion, discrimination, reprisal, or other retaliatory actions. The licensee shall take prompt actions to respond to residents' grievances.
- (12) To contact the State Department of Social Services, the long-term care ombudsman, or both, regarding grievances against the licensee. The licensee shall post the telephone numbers and addresses for the local offices of the State Department of Social Services and ombudsman program, in accordance with Section 9718 of the Welfare and Institutions Code, conspicuously in the facility foyer, lobby, residents' activity room, or other location easily accessible to residents.
- (13) To be fully informed, as evidenced by the resident's written acknowledgment, prior to or at the time of admission, of all rules governing residents' conduct and responsibilities. In accordance with Section 1569.885, all rules established by a licensee shall be reasonable and shall not violate any rights set forth in this chapter or in other applicable laws or regulations.
- (14) To receive in the admission agreement a comprehensive description of the method for evaluating residents' service needs and the fee schedule for the items and services provided, and to receive written notice of any rate increases pursuant to Sections 1569.655 and 1569.884.
- (15) To be informed in writing at or before the time of admission of any resident retention limitations set by the state or licensee, including any limitations or restrictions on the licensee's ability to meet residents' needs.
- (16) To reasonable accommodation of individual needs and preferences in all aspects of life in the facility, except when the health or safety of the individual or other residents would be endangered.
- (17) To reasonable accommodation of resident preferences concerning room and roommate choices.

- (18) To written notice of any room changes at least 30 days in advance unless the request for a change is agreed to by the resident, required to fill a vacant bed, or necessary due to an emergency.
- (19) To share a room with the resident's spouse, domestic partner, or a person of resident's choice when both spouses, partners, or residents live in the same facility and consent to the arrangement.
- (20) To select their own physicians, pharmacies, privately paid personal assistants, hospice agency, and health care providers, in a manner that is consistent with the resident's contract of admission or other rules of the facility, and in accordance with this act.
- (21) To have prompt access to review all of their records and to purchase photocopies. Photocopied records shall be promptly provided, not to exceed two business days, at a cost not to exceed the community standard for photocopies.
- (22) To be protected from involuntary transfers, discharges, and evictions in violation of state laws and regulations. Facilities shall not involuntarily transfer or evict residents for grounds other than those specifically enumerated under state law or regulations, and shall comply with enumerated eviction and relocation protections for residents. For purposes of this paragraph, "involuntary" means a transfer, discharge, or eviction that is initiated by the licensee, not by the resident.
- (23) To move from a facility.
- (24) To consent to have relatives and other individuals of the resident's choosing visit during reasonable hours, privately and without prior notice.
- (25) To receive written information on the right to establish an advanced health care directive and, pursuant to Section 1569.156, the licensee's written policies on honoring those directives.
- (26) To be encouraged to maintain and develop their fullest potential for independent living through participation in activities that are designed and implemented for this purpose, in accordance with Section 87219 of Title 22 of the California Code of Regulations.

- 27) To organize and participate in a resident council that is established pursuant to Section 1569.157.
- (28) To protection of their property from theft or loss in accordance with Sections 1569.152, 1569.153, and 1569.154.
- (29) To manage their financial affairs. A licensee shall not require residents to deposit their personal funds with the licensee. Except as provided in approved continuing care agreements, a licensee, or a spouse, domestic partner, relative, or employee of a licensee, shall not do any of the following:
- (A) Accept appointment as a guardian or conservator of the person or estate of a resident.
 - (B) Become or act as a representative payee for any payments made to a resident, without the written and documented consent of the resident or the resident's representative.
 - (C) Serve as an agent for a resident under any general or special power of attorney.
 - (D) Become or act as a joint tenant on any account with a resident.
 - (E) Enter into a loan or promissory agreement or otherwise borrow money from a resident without a notarized written agreement outlining the terms of the repayment being given to the resident.
- (30) To keep, have access to, and use their own personal possessions, including toilet articles, and to keep and be allowed to spend their own money, unless limited by statute or regulation.

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EXPLANATION: Each resident of a Residential Care Facility for the Elderly shall have personal rights which include, but are not limited to, the following rights in the California Code of Regulations, Title 22, section 87468:

- (1) To be accorded dignity in his/her personal relationships with staff, residents, and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment.
- (3) To be free from corporal or unusual punishment, humiliation, intimidation, mental abuse, or other actions of a punitive nature, such as withholding of monetary allowances or interfering with daily living functions such as eating or sleeping patterns or elimination.
- (4) To be informed by the licensee of the provisions of law regarding complaints and of procedures to confidentially register complaints, including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency.
- (5) To have the freedom of attending religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis.
- (6) To leave or depart the facility at any time and to not be locked into any room, building, or on facility premises by day or night. This does not prohibit the establishment of house rules, such as the locking of doors at night, for the protection of residents; nor does it prohibit, with permission of the licensing agency, the barring of windows against intruders.
- (7) To visit the facility prior to residence along with his/her family and responsible persons.
- (8) To have his/her family or responsible persons regularly informed by the facility of activities related to his care or services including ongoing evaluations, as appropriate to the resident's needs.

- (9) To have communications to the facility from his/her family and responsible persons answered promptly and appropriately.
- (10) To be informed of the facility's policy concerning family visits and other communications with residents, as specified in Health and Safety Code section 1569.313.
- (11) To have his/her visitors, including ombudspersons and advocacy representatives permitted to visit privately during reasonable hours and without prior notice, provided that the rights of other residents are not infringed upon.
- (12) To wear his/her own clothes; to keep and use his/her own personal possessions, including his/her toilet articles; and to keep and be allowed to spend his/her own money.
- (13) To have access to individual storage space for private use.
- (14) To have reasonable access to telephones, to both make and receive confidential calls. The licensee may require reimbursement for long distance calls.
- (15) To mail and receive unopened correspondence in a prompt manner.
- (16) To receive or reject medical care, or other services.
- (17) To receive assistance in exercising the right to vote.
- (18) To move from the facility.