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## Person Served Rights and Responsibilities

Please refer to **Bill of Rights for People with Developmental Disabilities in the Service Handbook** if applicable.

**Your rights:**

1. You have the right to expect and receive services without regard to age, sex (including gender identity, sexual orientation, and pregnancy), spiritual beliefs, socioeconomic status, language, disability or genetic information, race or color, religion, national origin, ancestry, culture, marital or veteran status, victims of domestic violence, dating violence or stalking, military status, or any other legally protected status.
2. You have the right to be treated with dignity and respect; respected for your human dignity; and the right for freedom from physical or mental abuse, financial or other exploitation, degrading treatment, retaliation, humiliation, and neglect.
3. You have the right to receive services that will enable you to acquire information toward achieving your career goal.
4. You have the right to refuse, accept, or modify services because participation is voluntary. Each individual and Capabilities should agree on the best possible arrangements for services, including referrals to other agencies.
5. You have the right to participate in the development of your plan.
6. You have the right to maintain your civil, political, and constitutional rights (ex: right to vote).
7. You have the right to have legal representation, self-help support services and advocacy support services.
8. You have the right to receive skills training which reflects current labor market demands consistent with your community.
9. You have the right to be informed of Capabilities rules to follow and to receive the best services possible as funded by your referral counselor and support administrator.
10. You have the right to maintain a professional relationship with the staff of Capabilities by using social media sites such as Facebook, LinkedIn, Twitter, etc. To maintain your confidentiality, Capabilities staff are not allowed to communicate directly with you on these sites. You have the right to express your opinions on social media sites.
11. You have the right to make informed choices, to consent or refuse service delivery, to control the information that is given out regarding you, to receive concurrent services, and to choose who provides services to you. You have the right to receive information in a timely manner for you to make choices.
12. You have the right to confidentiality and privacy. You have the right to receive information and help to access your case records.
13. You have the right to receive a response to a request.

**Your responsibilities:**

1. You have the responsibility for your own actions, for the consequences of those actions, and to feel empowered to change your own behaviors.
2. If needed, you have the responsibility to reschedule an appointment 24 hours prior to your scheduled appointment. You are responsible to discuss emergency situations as soon as possible.
3. You have the responsibility to contact Capabilities at least once a week or at the frequency noted in your monthly/service plan.
4. You have the responsibility to treat others with courtesy and to respect their rights and their beliefs.
5. You have the responsibility to respect the property of others and Capabilities
6. You have the responsibility to respect and obey the laws and to follow Capabilities rules and policies.
7. You have the responsibility, to whatever extent possible, to take an active part in the processes and outcome of your plan.

**By signing, you acknowledge Capabilities staff has explained your rights and responsibilities, the Service Handbook, and how to contact our office. You also acknowledge this signature will be added to the intake information that was completed.**

<hr/> Participant's Signature	<hr/> Date
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 Capabilities Signature

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 Date

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**How to address your concerns or problems:**

The most important contacts you will have at Capabilities are your direct career consultant and the owners, Karen and Bill Blumhorst. You should feel free to ask any questions you may have. If you have a problem or concern, please contact us via phone or email:

Athens Office

(740) 207-2350

[athens@capabilitiesinc.biz](mailto:athens@capabilitiesinc.biz)

Circleville Office

(740) 500-6129

[circleville@capabilitiesinc.biz](mailto:circleville@capabilitiesinc.biz)

Dayton Office

(937) 223-8004

[dayton@capabilitiesinc.biz](mailto:dayton@capabilitiesinc.biz)

Findlay Office

(419) 424-9367

[findlay@capabilitiesinc.biz](mailto:findlay@capabilitiesinc.biz)

Fremont Office

(567) 280-4372

[fremont@capabilitiesinc.biz](mailto:fremont@capabilitiesinc.biz)

Piqua Office

(419) 394-0003

[piqua@capabilitiesinc.biz](mailto:piqua@capabilitiesinc.biz)

St. Marys Office

(419) 394-0003

[stmarys@capabilitiesinc.biz](mailto:stmarys@capabilitiesinc.biz)

Toledo Office

(419) 867-8367

[toledo@capabilitiesinc.biz](mailto:toledo@capabilitiesinc.biz)

Wheelersburg Office

(740) 529-1967

[wheelersburg@capabilitiesinc.biz](mailto:wheelersburg@capabilitiesinc.biz)