



## Client Rights and Responsibilities

- **Access to Care**  
Clients have the right to access services free of discrimination by race, religion, sex, ethnicity, age, handicap, or sources of payment for care. Each client has the right to be fully informed of the costs of services rendered to him/her.
- **Respect and Dignity**  
Clients have the right to compassionate, knowledgeable, respectful treatment at all times.
- **Staff Structure**  
Clients have the right to know the name, education and training level and responsibilities of the staff members involved in their assessment.
- **Informed Consent**  
Clients have the right to provide input into potential treatment needs. Staff members will clearly explain recommendations for treatment, including benefits and risks associated with following or failure to follow recommendations.
- **Release of Information**  
Clients have the right to confidentiality of their assessment record. A client's written consent is obtained through a "Consent to Release Confidential Information". This document specifies the name of the program which is to make the disclosure, name or organization to which the disclosure is to be made, name of the client, purpose for disclosure, information to be released, revocation statement, date and signature lines. This release will be signed prior to releasing information and is voluntary to the client. Assessment Services Inc. staff will explain to the client the information being released and the purpose of the release prior to signing. In the event that Assessment Services Inc. releases information without the clients consent, civil and/or criminal penalties may be attached.
- **Grievances**  
Clients have the right to grieve actions and procedures relating to their involvement with ASI. Should a grievance arise, clients are encouraged to file complaint with local and/or state professional certification and licensing boards (NASW, IBC, IDPH).
- **Personal Safety**  
Each client has the right to reasonable safety in relation to their involvement with Assessment Services Inc. and the environment. ASI prohibits sexual harassment on any client seeking services.
- **Privacy**  
Each client has the right to privacy regarding their assessment record as outlined in the confidentiality statement.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date