

<b>COMMUNITY MENTAL HEALTH</b>  <b>CLINTON-EATON-INGHAM</b>  <b>SUBJECT:</b> Fingerprinting, Photographing, Audio taping Video taping, and Use of One-Way Glass.  <b>SCOPE:</b> CMH Network and Providers	<b>POLICY:</b> <u>3.6.8</u>	<b>REVIEWED</b>	
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	<b>ISSUED BY:</b> Director Quality Customer Service	07/13/89	09/18/98
		05/14/90	05/29/99
		05/08/91	08/31/01
	<b>APPROVED BY:</b> Board of Directors	05/29/92	03/16/04
		05/24/93	06/06/05
	Effective 01/12/84		Revised 1/15/05

I. Purpose:

Establish guidelines for the use of fingerprinting, photographing, audiotaping and one way glass in the provision of services to recipients of CMH services.

II. Policy:

- A. Fingerprints, photographs, or audiotapes may be taken and used, and one-way glass may be used, in order to provide services, including research, to a recipient, or in order to determine the name of the recipient, only with prior written informed consent.
- B. A service provider may photograph or audiotape a recipient, or use one-way glass, for educational or training purposes, only with the prior written informed consent.
- C. A service provider may take photographs for purely personal or social purposes. A photograph of a recipient shall not be taken or used for personal or social reasons if the recipient has objected.
- D. The recipient, empowered guardian, or parent of a minor recipient may withdraw consent in writing.
- E. This policy does not apply to recipients covered under the criminal provisions of Chapter 10 of PA 258 of 1974, "Michigan's Mental Health Code", as amended.

III. Responsibilities:

The Director of Quality Customer Service and Recipient Rights is responsible for ensuring that procedures to implement the intent of this policy are developed, reviewed, and revised as necessary.

IV. Monitoring and Review:

This policy is reviewed by the Director of Quality Customer Service and Recipient Rights. It is monitored internally by the Recipient Rights Office and the Recipient Rights Advisory Committee. It is monitored externally by the Department of Community Health.