



CMHA-CEI Policies and Procedure Manual

<b>Title:</b>	3.6.8, Fingerprinting, Photographing, Audio taping Videotaping, and Use of One-Way Glass		
<b>Subject:</b>	RECIPIENT RIGHTS		
<b>Section:</b>	Clinical		
<b>Policy:</b> X <b>Procedure:</b> <input type="checkbox"/>	<b>Issued by:</b> Director of Quality, Customer Service and Recipient Rights	<b>Effective Date:</b> 11/15/86	<b>Applies to:</b> X All CMHA-CEI staff <input type="checkbox"/> Contract Providers <input type="checkbox"/> Other:
<b>Page:</b> 1 of 2	<b>Approved by:</b> Board of Directors	<b>Review Date:</b> 08/31/16	

**I. Purpose:**

Establish guidelines for the use of fingerprinting, photographing, audiotaping and one-way glass in the provision of services to recipients of CMHA-CEI 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 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. Definitions:**

N/A

**Policy # 3.6.8 Title: Fingerprinting, Photo-graphing, Audio taping Videotaping,  
Page 2 of 2 and Use of One-Way Glass**

**V. Monitoring and Review:**

This policy is reviewed annually by the Director of Quality, Customer Service and Recipient Rights. It is monitored by accrediting bodies and regulatory agencies as applicable.

**VI. References:**

N/A

**VII. Related Policies and Procedures:**

N/A

**VIII. Review Log:**

<b>Review Date</b>	<b>Reviewed By</b>	<b>Changes (if any)</b>
09/18/98	-	-
05/29/99	-	-
08/31/01	-	-
03/16/04	-	-
06/06/05	-	-
02/06/07	-	-
02/01/12	-	-
03/10/13	-	-
08/31/16	QCSRR Director	Updated to new format