

NEW YORK STATE DEPARTMENT OF HEALTH CERTIFIED MEDICAL RESPITE PROGRAM

Recipient Rules and Code of Conduct

While you stay in a medical respite program, you must follow the rules and code of conduct. If you do not, you might have to leave the medical respite facility.

You must:

1. Respect other people and their things.
2. Treat others the way you want to be treated.
3. Be fair and kind to people, no matter what their race, ethnicity, color, age, immigration status, faith, religion, disability, family, gender, gender identity, sexual orientation, veteran status, source of income, or occupation.
4. Understand people need rest while they are in the medical respite program with you. Do not be too loud or have too many lights on in shared rooms.
5. Treat staff with respect. The staff must treat you with respect too.
6. Keep your things where you are told to keep them.
7. Respect the medical respite program property.
8. Do not threaten, intimidate, harass, or harm others with your words or actions. This includes staff, other people staying in the medical respite program, and visitors.
9. Cooperate with the social services and medical respite staff to review your needs. This includes housing, medical care, and public benefits, like food stamps or Social Security.
10. Help develop and review your Service Plan. The Service Plan should help you feel better and find housing.
11. Follow the Service Plan. Go to appointments, take your medications, and do any exercises you are given.
12. Tell medical respite staff if you feel better or worse.

13. Contact the medical respite staff if you leave the medical respite and will not come back as planned. You may be discharged from the medical respite and have to leave permanently if you are gone from the medical respite facility for **3 days in a row (72 hours)** and the medical respite program *knows* where you are; or **2 days in a row (48 hours)** and the Medical Respite Program does *not* know where you are, and you did not call or text them.

14. You can leave and come back to the medical respite from
Monday through Friday, _____ to _____ ; and
Saturday through Sunday, _____ to _____ .
If you have a reason you need to leave or come back during another time for work, school, or medical care, you must tell the medical respite before you leave.

15. You can have visitors at the medical respite from
Monday through Friday, _____ to _____ ; and
Saturday through Sunday, _____ to _____ .
If you have a reason you need to have a visitor during another time, you must get permission from the medical respite before the visitor comes.

16. Help the staff with your applications for public benefits like Safety Net Assistance, Food Stamps, Veteran Assistance, Emergency Assistance for Adults, and Social Security benefits.

17. Follow any requirements to keep getting your public benefits, like completing the renewal on time.

18. Use shared spaces with respect.

19. Do not put the health and safety of yourself or others in danger on purpose.

20. Follow the medical respite's rules for storing medications safely. Never share medications with others.

21. Do not make it difficult for the medical respite program to work in a safe and organized way.

- 22. Respect people’s privacy. Do not take pictures of people at the medical respite facility without asking them if it is ok.
- 23. Do not change or add locks to your door without the medical respite program saying you can.

You have read this paper with the medical respite program. If you cannot read, the medical respite program staff person read this document to you. You asked questions about anything you did not understand. You understand what this paper says and agree to follow the rules and instructions. You have a copy of this paper.

Signature

Name

Date