



Policy on Protecting Individuals' Rights in Day Programs (Policy PIR)

1. Ensuring an Individual's Right to Privacy

- a) **Confidentiality of Information:** Personal information, medical records, and program files must be securely stored and only accessible to authorized personnel. Sharing of this information requires written consent unless required by law.
 - b) **Personal Space:** CAI will respect each individual's personal belongings by providing our clients with the use of lockers. Further, the program will provide private, gender-neutral bathrooms, and will comply with all ADA requirements for access. Also, program will include a sensory-friendly private space, ensuring clients can withdraw from group activities if desired.
 - c) **Private Conversations:** CAI ensures that discussions about personal matters (e.g., health, support needs) occur in private settings, away from other program participants or staff.
 - d) **Visitors:** visitors (prospective clients, family members or friends of clients, etc.) are welcome anytime, with or without notice to observe the program. However, visits must not interfere with or create anxiety for current clients. Program leaders will ensure that any visitors are welcome and accepted by the group.
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2. Ensuring an Individual's Dignity and Respect

- a) **Person-Centered Approach:** All interactions with our clients must focus on their strengths, preferences, and abilities. All staff members will avoid any language or behavior that could demean or patronize.
 - b) **Cultural Sensitivity:** CAI acknowledges and respects each client's cultural, religious, and personal values, and encourages clients to incorporate them into their daily routines and activities.
 - c) **Choice and Control:** CAI encourages all opportunities for individuals to make decisions regarding their participation, meals/snacks, and choice of activities to promote independence and self-determination.
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3. Ensuring Freedom from Coercion

- a) **Voluntary Participation:** All activities and services must be optional, with individuals free to refuse without fear of punishment or exclusion from the program.

- b) **Non-Threatening Environment:** CAI will ensure that no individual feels pressured, intimidated, or manipulated into making decisions or performing actions they are uncomfortable with.
 - c) **Empowerment:** CAI will educate individuals about their rights and provide them with the tools to advocate for themselves.
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4. Ensuring Freedom from Restraint

- a) **Prohibition of Physical Restraints or Punishments:** Physical restraints, corporal punishment, seclusion, abuse, neglect, and/or exploitation will never be used.
 - b) **Behavioral Support:** Employ positive behavior strategies and individualized support plans to address challenging behaviors without resorting to restraints.
 - c) **Incident Review:** Any deviation from positive reinforcement as a redirection tool must be documented and reviewed by a qualified oversight team to ensure compliance with legal and ethical standards.
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Additional Components:

- a) **Staff Training:** Regular training on privacy, dignity, rights, and the avoidance of coercion/restraint is required for all staff members.
- b) **Incident Reporting Mechanism:** Develop a transparent system for individuals, families, or advocates to report violations of this policy without fear of reprisal.
- c) **Annual Review:** Conduct periodic reviews of the policy to ensure it remains aligned with legal standards, best practices, and the evolving needs of our clients.