



## **CLIENT RIGHTS (CR) STANDARD CHECKLIST**

### **CR 1: Client Rights and Responsibilities**

#### **Policy and Practice**

- Client rights policy / Client bill of rights
- Client rights procedures
- Vulnerable persons policy
- Code of ethics
- Grievance procedures, including a framework for reporting
- Policy for providing services to minors without the consent of the parent or legal guardian
- Fee schedule
- Rights and responsibilities document provided to individuals and families at initial contact
- Grievance reports for the past six months

### **CR 2: Confidentiality and Privacy Protections**

#### **Confidentiality Safeguards**

- Confidentiality policy
- Confidentiality procedures
- Sample release form for disclosure of confidential information

### **CR 3: Research Protections**

#### **Research Ethics and Oversight**

- Human subject research policy
- Human subject research procedures
- Informed consent form template
- Minutes from research proposal meetings for the previous six months
- Signed consent forms for research activities

**Disclaimer:** This document is intended solely as a reference checklist to support Accreditation/Certification preparation efforts. For comprehensive requirements and guidance, please refer to the full Client's Rights COA Accreditation Standard.