

# Community Mental Health of Ottawa County Criminal Background Check

## Criminal Background Check Authorization Form

Employee Name: \_\_\_\_\_

Alias or Other Names Used: \_\_\_\_\_

Employee Address: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth:     \_\_\_/\_\_\_/\_\_\_\_\_

Sex   M or F (Circle One)

Maiden Name:     \_\_\_\_\_

Race: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize the release of my criminal background information to my employer, and to Community Mental Health of Ottawa County, which acts as project administrator; and to the "Fiscal Intermediary" which serves as my employer's financial administrator.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Community Mental Health of Ottawa County  
Respite Providers Recipient Rights Test**

Directions: Review the Recipient Rights Training located at [www.mioottawa.org/cmhrespite](http://www.mioottawa.org/cmhrespite). Once you have reviewed the training, complete the test.

Admin Use Only

Score: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date Scored: \_\_\_\_\_

1. All information in a recipient's mental health record is considered \_\_\_\_\_.

- a. privileged                      b. legal                                      c. confidential

2. Staff actions that are abusive must be stopped and \_\_\_\_\_.

- a. reported                      b. disciplined                                      c. corrected

3. The purpose of Recipient Rights Training is to assure, protect and promote the basic dignity to which all recipients are entitled.

- a. legal                                      b. human                                      c. independent

4. \_\_\_\_\_ are a way to assure all **unusual** events involving recipients are documented/reported when something **unusual** occurs during a normal day/routine or outing.

- a. Unusual incidents    b. Treatment plans    c. Incident Reports

5. A right is that which is defined by \_\_\_\_\_ and there must be a legal means of protecting it.

- a. government                      b. law                                      c. the dictionary

6. Swearing at, using foul language, racial or ethnic slurs or making fun of a recipient would be considered \_\_\_\_\_.

- a. neglect                                      b. abuse                                      c. restrictive

7. Failing to report a suspected case of abuse or neglect is also considered \_\_\_\_\_.

- a. neglect                                      b. abuse                                      c. poor judgment

8. \_\_\_\_\_ the recipient is always the first and most important responsibility of paid staff.

- a. Helping                                      b. Liking                                      c. Protecting

9. Informed \_\_\_\_\_ is based on the competency and knowledge of the person who is agreeing to something.

- a. consent                                      b. treatment                                      c. writing

10. A recipient has the right to live in the \_\_\_\_\_ environment necessary to achieve appropriate treatment.

- a. most restrictive      b. least restrictive      c. most expensive

11. All recipients must be notified of their \_\_\_\_\_ upon entering the mental health system.

- a. treatment plan      b. legal rights      c. individualized services

12. Talking to others about recipients, outside of the mental health system, who do not have a legal right to know the information, is a breach of \_\_\_\_\_.

- a. confidentiality      b. privileged information      c. the law

13. Who is legally responsible for providing translation accommodations under the ADA and Civil Rights law? \_\_\_\_\_

- a. consumer      b. CMH      c. volunteer agency

14. It is illegal to open a recipient's mail.

- True      False

15. The Office of Recipient Rights cannot take disciplinary action with you for violating a recipient's rights.

- True      False

16. Medications are important. A recipient may be forced to take their medications.

- True      False

17. Recipients you are paid to support retain their civil rights in addition to their legal rights (i.e. Michigan Mental Health Code), when they are receiving mental health services.

- True      False

18. HIPAA (Health Insurance Portability and Accountability Act of 1996) includes Protected Health Information (PHI) and gives recipients more control over their health information and sets boundaries on the use and release of health records.

- True      False

19. The law says when you see or hear about a recipient being abused or neglected, you must take action immediately and report all allegations to the Recipient Rights Office.

True                  False

20. A Recipient Rights Complaint Form must be used when there is reasonable cause to believe a recipient's rights have been violated by a paid staff.

True                  False

21. Unlimitable rights include the recipient's right to be free from abuse and neglect, to be treated with dignity and respect, and the right to live in a safe, sanitary and humane treatment environment.

True                  False

22. It is OK to share information about a recipient with family members without written consent.

True                  False

23. Rights can be limited/restricted, but the limitation/restriction needs to be documented in the recipients Individual Plan of Service (IPOS) and/or Behavior Treatment Plan (BTP).

True                  False

24. Anyone may file a Recipient Rights Complaint on behalf of a recipient, at any time.

True                  False

25. A recipient tells you that he has been hurt by a staff person. The recipient is angry and wants something done.

a. You do nothing. You do not believe what this person just told you.

b. You help the person fill out a Recipient Rights Complaint Form and help them mail the form to the Recipient Rights Office.

c. You do "b" with the addition of telling your supervisor, calling the Recipient Rights Office and writing an Incident Report.

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Signature

Date

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Print Name

**Community Mental Health of Ottawa County  
Respite Basic First Aid Test**

Directions: Review the Basic First Aid Training located at [www.mioottawa.org/cmhrespite](http://www.mioottawa.org/cmhrespite). Once you have reviewed the training, complete the test.

Admin Use Only

Score: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date Scored: \_\_\_\_\_

1. It is very important to know where to find the first aid supplies and emergency numbers when you are the responsible adult caring for someone.

True            False

2. If someone is choking but can cough and make noises, stand by and let them cough.

True            False

3. Firm, \_\_\_\_\_ pressure with clean or sterile bandages is one of the first steps in caring for a bleeding wound.

- a. soft
- b. gentle
- c. direct
- d. indirect

4. First aid for a burn includes cooling the area with large amounts of \_\_\_\_\_.

- a. butter
- b. vaseline
- c. ice
- d. cool water

5. If someone has a nosebleed, you should have the person lean back and look to the ceiling.

True            False

6. Use a cool water spray for someone who is experiencing a heat related-injury

True            False

7. When someone is experiencing a cold-related injury the first thing you should do is lie down next to them and use your own body heat to warm them.

True            False

8. If someone ingests or comes in contact with something potentially poisonous, the first call you should make is to \_\_\_\_\_ and follow their instructions.

- a. CMH
- b. Poison Control
- c. their family doctor
- d. Dr. Oz

9. If you suspect a head injury and a person is unconscious, do not move the person.

True            False

10. If someone is having a seizure, you should put something in their mouth and try to stop them from chocking on or biting their tongue.

True            False

11. If someone is experiencing shock, keep them still and cover them with a blanket until emergency medical personnel arrive.

True            False

12. If a tooth is loose, have the person bite down on a piece of gauze and call a dentist.

True            False

13. If someone is experiencing pain in one eye they should keep both eyes closed to decrease irritation and/or further injury.

True            False

14. When an object punctures or penetrates a part of someone's body\_\_\_\_\_.

- a. pull it out
- b. push it in further
- c. leave it there
- d. dump peroxide on it.

15. When someone is bit by a tick it is best to leave it attached until it lets go on its own.

True            False

16. If a part of someone's body is amputated, call 911.

True            False

17. If someone has a potentially broken bone or has a sprain, reduce the movement of the injured area and suggest they see a medical professional.

True            False

18. If someone is electrocuted, the first thing you should do is\_\_\_\_\_.

- a. grab them and pull them out of the area.
- b. shut off the power and call 911.
- c. throw a rope to them and try to pull them out.
- d. shout at them to stop, drop, and roll.

19. If you are transporting someone you are caring for, it would be a good idea to have a first aid kit in your backseat or trunk.

True

False

20. If there is an insect stinger embedded in someone's skin, scrape it out and wash the area with soap and water.

True

False

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Signature

Date

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Print Name

**Community Mental Health of Ottawa County  
Respite Infectious Disease Test**

Directions: Review the Infectious Disease Training located at [www.mriottawa.org/cmhrespite](http://www.mriottawa.org/cmhrespite). Once you have reviewed the training, complete the test.

Admin Use Only

Score: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date Scored: \_\_\_\_\_

1. Pathogens are germs that most commonly enter through your skin or mucous membranes.

True            False

2. There is a vaccine available for Hepatitis B.

True            False

3. You do not need to report blood borne pathogen exposures.

True            False

4. Hepatitis C is the most chronic blood borne pathogen in the United States.

True            False

5. Know where the gloves and disinfecting supplies are located in the home you work in.

True            False

6. Blood, semen, and vaginal secretions are all potentially infectious body fluids.

True            False

7. You can contract HIV/AIDS by kissing.

True            False

8. MRSA is a staph infection that is resistant to some antibiotics.

True            False

9. Universal Precautions means that even when a situation is perceived as “low risk” we still need to act as if blood and other body fluids are potentially harmful.

True            False



10. If you are transporting someone you are caring for it would be a good idea to have a first aid kit in your backseat or trunk.

True

False

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Signature

Date

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Print Name