



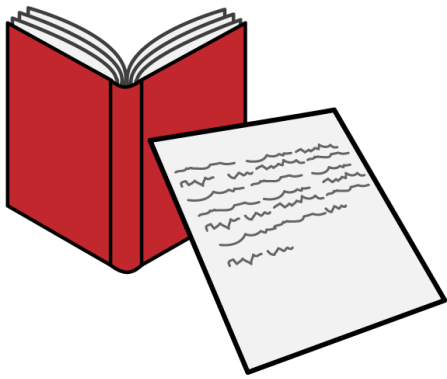
**HUMAN RIGHTS**

Easy Read

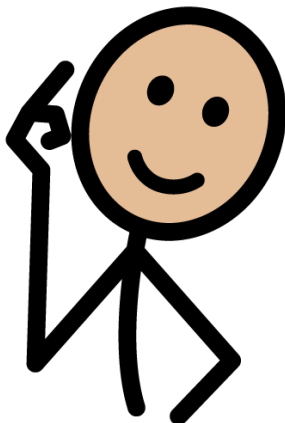


It is easy to find information about your human rights . Sometimes it is difficult to understand.

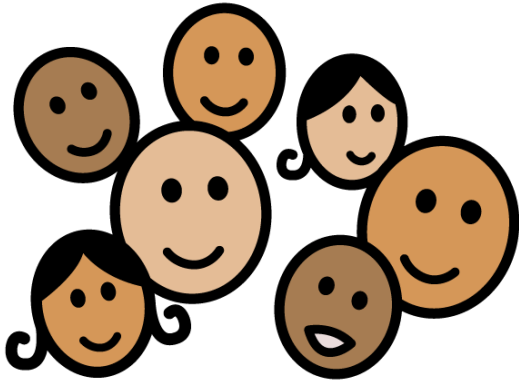
This booklet given to you by Branches of Life will help you understand your human rights.



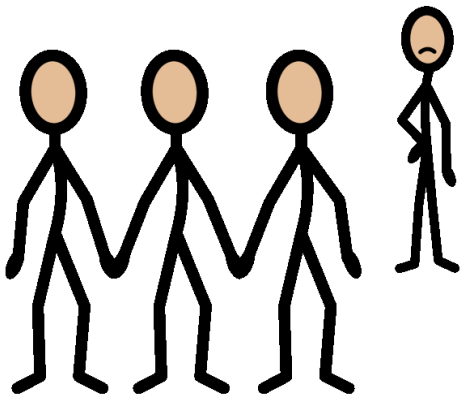
In this booklet you will read about your human rights.



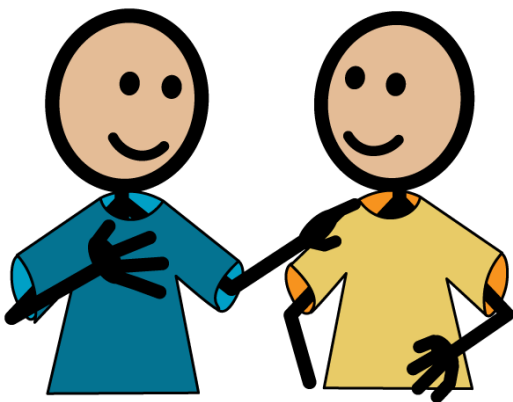
Branches of Life is making all of our information into an easy to read booklet so everyone can understand more about human rights.



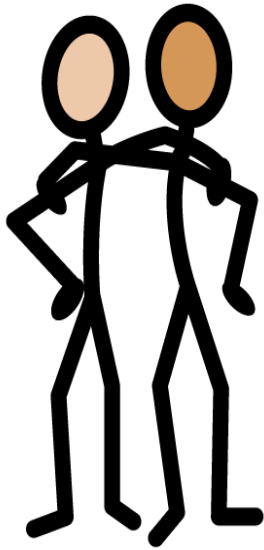
Virginia and The United States of America have laws to make sure all people are treated equally and fairly.



We are working to stop discrimination against all people no matter their disability, gender, sexual orientation, religion, race, or culture.



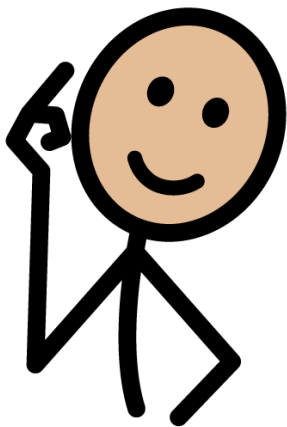
Branches of Life wants to make sure that your rights are respected.



Human rights are about how we treat each other.

Human rights are about:

- Respect
- Freedom
- Equality
- Dignity
- Fairness

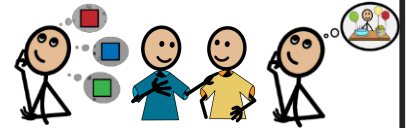


Knowing your rights can help you advocate for yourself.



## *A Job Training, Career Prep, & Daily Life Support Center*

Our mission is to be the best. We want to help people with intellectual disabilities and Autism have great lives full of choice, respect, and experiences.



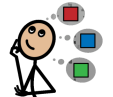
We will educate and support our clients, their caregivers, their families and the community to eliminate disability based discrimination.



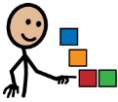
### **GUIDING PRINCIPLES**



**All people are equal and will be treated with dignity and respect.**



**Making decisions and managing personal funds is a human right.**



**Variety is the spice of life.**



**People have the right to freedom from discrimination.**



**All people have the ability to be employed.**



**All people can participate fully in their community.**



**We will help build full and rich lives.**



**Our services are research based.**



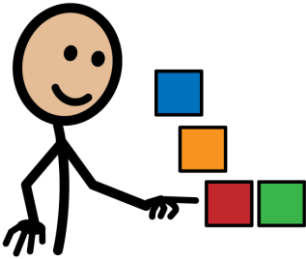
**All people can learn.**



**The fastest way is not always the best way.**

# BRANCHES OF LIFE RIGHTS & RESPONSIBILITIES

*You have the RIGHT to...*



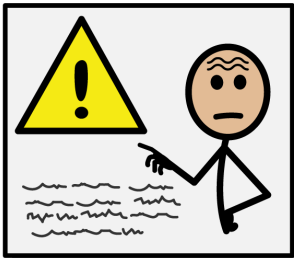
Make your own choices



Have an opinion



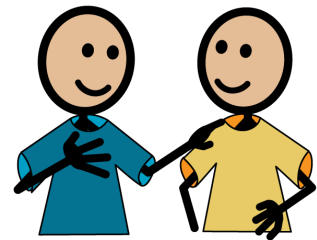
Be listened to



Feel safe



Be treated like an adult

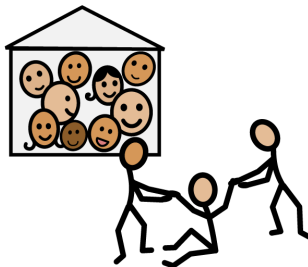


Be respected

*We need to be RESPONSIBLE by...*



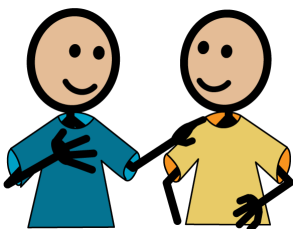
Working together



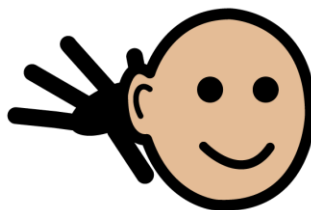
Supporting each other



Being tidy



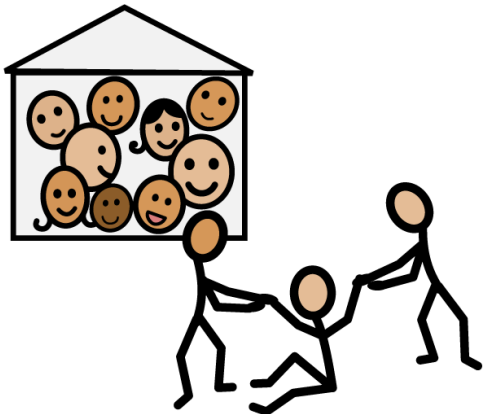
Being respectful and kind



Listening to others



Respecting privacy

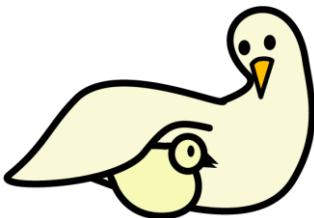


Everyone has human rights. Branches of Life will help you take care of your needs, help you get things you like, and will be all about you.

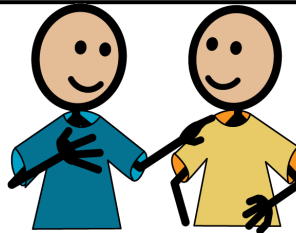
**YOU HAVE THE RIGHT TO BE PROTECTED,  
RESPECTED, AND SUPPORTED.**



You have the right to use your legal name.



You have the right to be protected from harm.

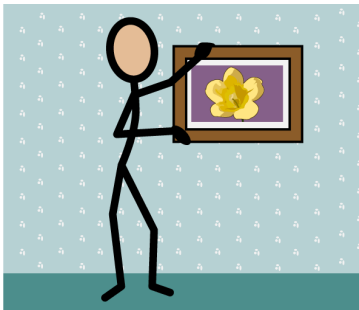
<p><b>DIGNITY</b></p> <p><b>BEING TREATED WITH HONOR &amp; RESPECT.</b></p>	
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You have the right to learn about different ways you can get help.



It is a law that Branches of Life will:



1. Have a poster up about your human rights and how you can contact a human rights advocate.

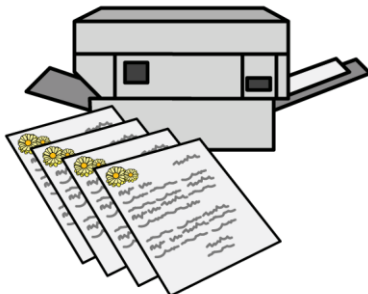
## HUMAN RIGHTS ADVOCATE



**A PERSON THAT MAKES SURE YOUR HUMAN RIGHTS ARE HONORED.**



2. Let you and your authorized representative know how to file a complaint.

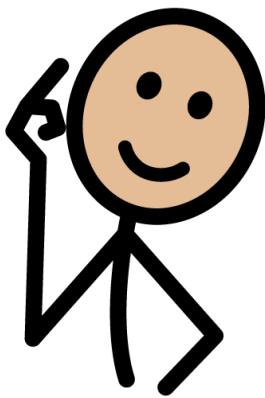


3. Give you a copy of this booklet or the regulations anytime you ask.

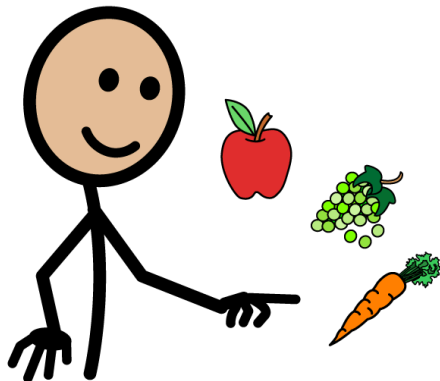




You have the right to speak to members of your team privately during meeting times and during a visit.

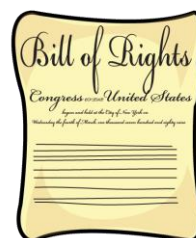


You have the right to be told about Branches of Life services, rules, and policies in a way that you understand.



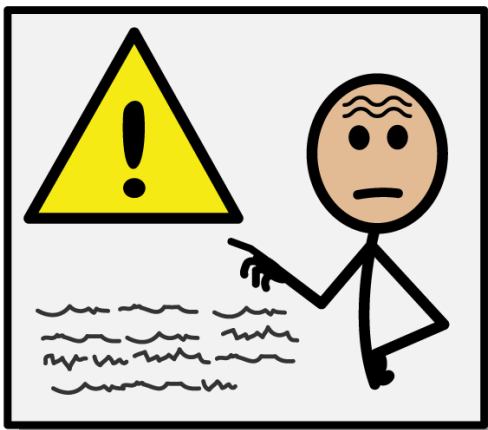
You have the right to make a choice and to know when things may change.

**HUMAN RIGHTS**  
**FREEDOMS THAT EVERYONE HAS.**





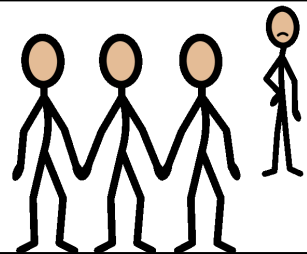
Branches of Life will make sure that we provide great and meaningful services to our clients.



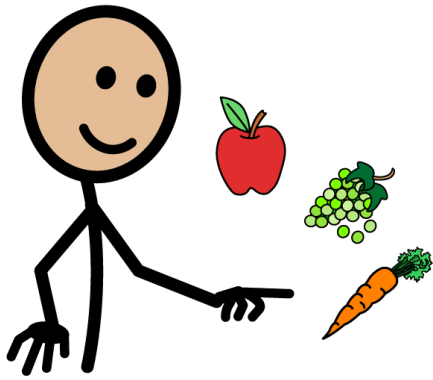
Branches of Life has rules that do not allow discrimination no matter race, age, gender, disability, ethnicity, religion, sexual orientation or ability to pay.

## DISCRIMINATION

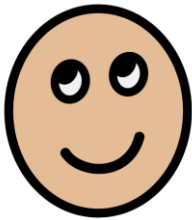
TO TREAT SOMEONE BADLY OR TO LEAVE SOMEONE OUT.



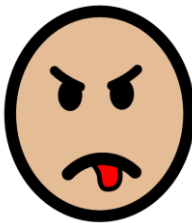
Branches of Life clients should let the directors (Traci, Jessee, or Wendi) know if they have been discriminated against.



You have the right to make choices about all of your services.



You can choose to do things you like.



You can choose to skip things you don't like.



You are an important part of your ISP.  
Your ISP is all about your life.



## ISP INDIVIDUALIZED SERVICE PLAN



**A PLAN THAT HELPS YOU MAKE AND ACHIEVE YOUR GOALS.**



You can choose to be part of treatment or research. You must say this is okay and you must know what is going to happen.



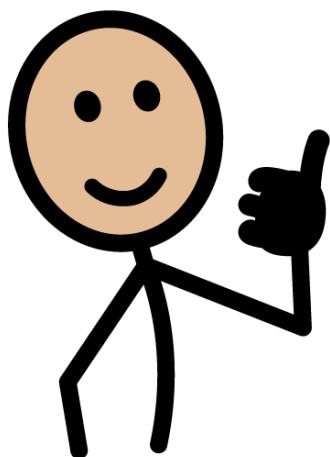
You have the right to have an authorized representative help you make choices.



You have the right to include family, friends, and people you trust in your service planning.



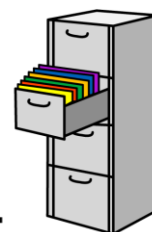
Branches of Life will not share your personal information. We will keep it private.



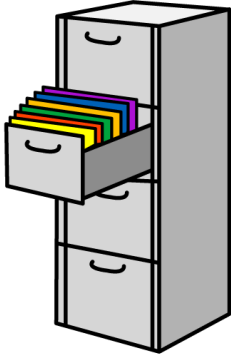
You have the right to give Branches of Life permission before we share your information.



**CONFIDENTIAL**



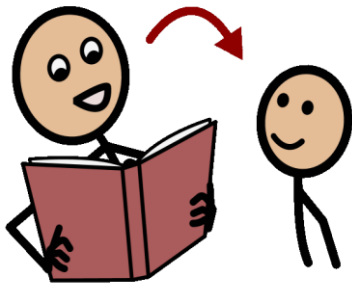
**INFORMATION THAT IS PRIVATE AND WILL NOT BE SHARED WITH OTHERS.**



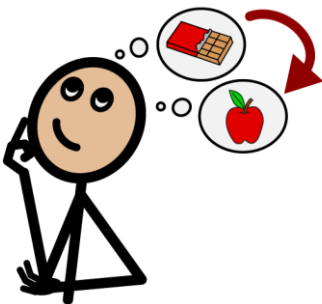
You or your authorized representative have the right to see, read, and get a copy of your Branches of Life service record.

## Authorized Representative

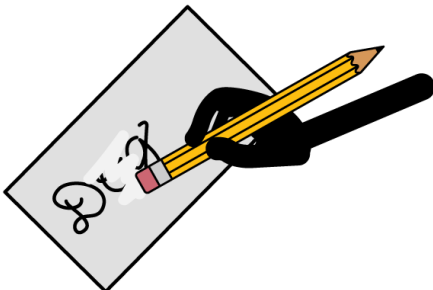
**A PERSON THAT CAN LEGALLY ACT ON YOUR BEHALF.**



If the law says you can't see, read or get a copy of your Branches of Life service record then you can let certain other people see it for you.



You have the right to challenge, request to change, or get more information about information in your service plan.



Branches of Life will let anyone who sees your record know that you have tried to change it or add your side of things. (even if your side of things is different)

## FREEDOMS OF EVERYDAY LIFE

BEING ABLE TO DO WHAT YOU WANT IN YOUR OWN LIFE.



### YOU HAVE THE FREEDOM TO:



MOVE AROUND



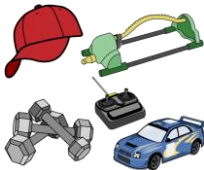
TALK TO ANYONE YOU CHOOSE



SPEND YOUR MONEY



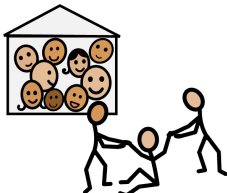
READ, WATCH, OR LISTEN TO TV, RADIO,  
BOOKS/NEWSPAPERS



HAVE AND USE PERSONAL ITEMS



EXERCISE AND BE OUTSIDE



HAVE GOOD SERVICES THAT HELP YOU  
AND HELP YOU MEET YOUR NEEDS.



BUY THE THINGS YOU WANT

**At Branches of Life we will never use seclusion, restraint, or time out.**

## **SECLUSION**

**BEING MADE TO GO AWAY FROM THE GROUP.**



## **TIME OUT**

**A FORCED BREAK.**

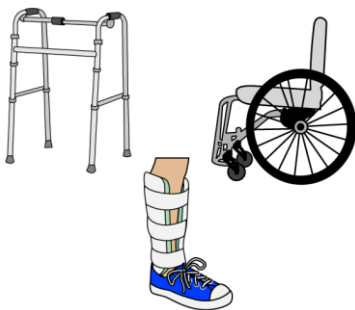


## **RESTRAINT**

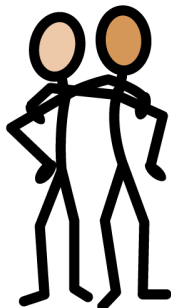
**SOMETHING THAT TAKES AWAY YOUR CONTROL.**



If you are being safe to yourself and others then you have the right to not be secluded or restrained.

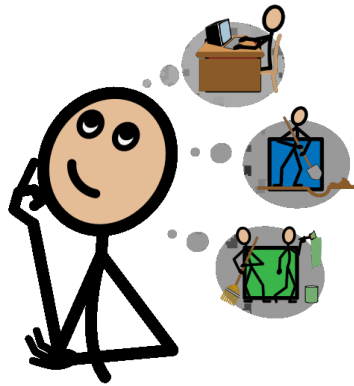


Using things you may need to move around easier are not restraints.



You should always feel safe, protected, and in control of yourself.





You can choose to work and participate in work activities and practice work skills.



You can choose to not work or participate in work activities or practice work skills.

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You can choose to be part of treatment or research. You must say this is okay and you must know what is going to happen.



You can choose to not be part of treatment or research.

If you have a hard time making decisions on your own there are people that can help you make good decisions for your life.

## **AUTHORIZED REPRESENTATIVE**

**A PERSON THAT CAN LEGALLY ACT ON YOUR BEHALF.**



People that may help you make decisions are:

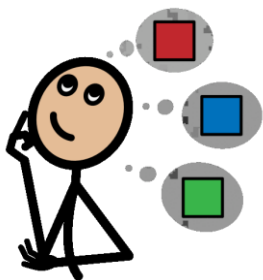
1. Lawyer



2. Health Care Professional



3. Parent/Guardian



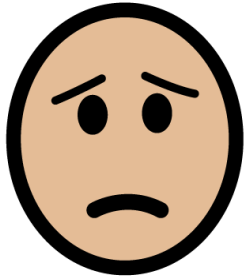
You have a choice in deciding who helps you make good decisions.

# The Complaint Process

A complaint is when you tell someone about problems or concerns.

There are a few ways you can get your concerns heard or file a complaint.

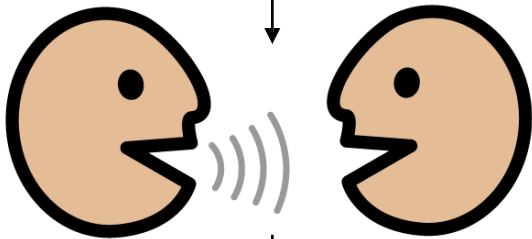
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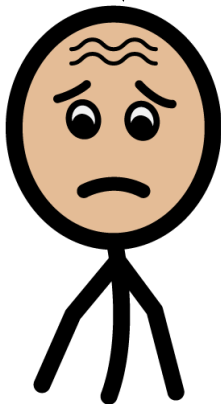
If you have a concern, problem, or complaint you should always tell a Director, Program Supervisor, or Life Coach at Branches of Life.

Complaints are okay. Letting your thoughts be heard is advocating for yourself.

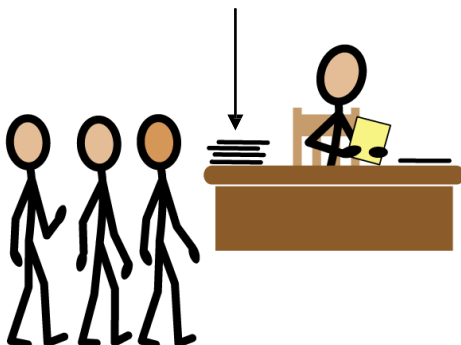
Your caregiver or advocate can also make a complaint for you.



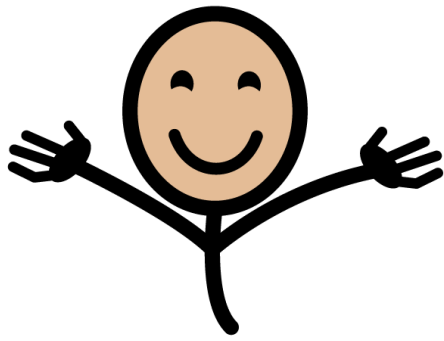
When you make a complaint we will listen and help solve the issue. It is your right to talk about a concern, problem, or complaint.



After talking about it if you still feel like your problem, concern, or complaint was not fixed you may start a formal complaint process.



The Directors (Traci, Jesse, and Wendi) will help you file a formal complaint. It is their job to make sure your problems are heard.



You are special.

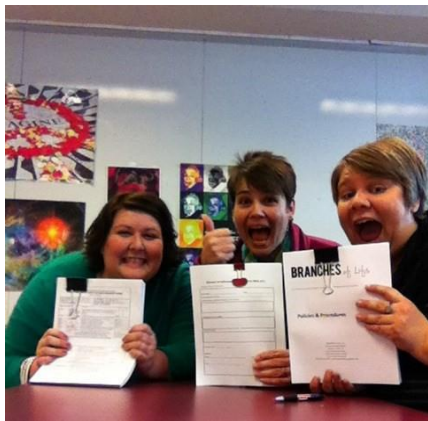
You are important.

You have rights.



Knowing your rights will help you  
advocate for yourself.

It is your life.



If you have questions about your rights  
you can talk to Branches of Life Directors  
Traci, Jesse, and Wendi.

**WHEN PEOPLE KNOW THEIR RIGHTS THEY ARE LESS LIKELY TO BE ABUSED. THIS BOOKLET  
WAS DEVELOPED BY THE DIRECTORS OF BRANCHES OF LIFE. IT IS OUR HOPE TO HELP INDI-  
VIDUALS WITH DISABILITIES TO UNDERSTAND AND KNOW THEIR RIGHTS.**

**KNOWLEDGE IS POWER.**

