§ 29.18 Client service report.

(a) The commissioner shall establish a client service report system for the purpose of providing notification of services or treatment provided to individual patients or clients to such patients or clients, to persons duly authorized to represent such patients or clients, including a parent or parents, legal guardian or next-of-kin if a patient or client is a minor, and to appropriate directors of community services and social services as hereinafter prescribed.

(b) A client service report shall be prepared for each patient or client receiving services or treatment in a department facility, or program to include, but not be limited to, information regarding the types, location, date and estimated costs of services and names of persons responsible for providing such services to each patient or client during the course of his treatment or during each twelve month period of treatment, whichever time period is shorter. Such report shall be made available as hereinafter prescribed no later than thirty days after the end of such course of treatment if such course is less than twelve months in duration, or after the anniversary date of the patient's admission to a department facility or of the initial participation in a program or course of treatment of an individual who is not a resident of the department facility if the program or course of treatment is more than twelve months in duration.

(c) Upon request, such client service report shall be made available to the patient or client, or to a person or persons representing him on his behalf, including the parent or parents, legal guardian or next-of-kin, if such patient or client is a minor. At their request and with the consent of the commissioner and the patient or client, such client service report shall be made available to the appropriate director of community services and/or social services and the mental hygiene legal service.

(d) The commissioner shall establish procedures for making such client service reports available to the persons provided in this section, and for advising patients and clients, their representatives, directors of community services and social services and the mental hygiene legal service of the availability of such reports and the established procedures for obtaining them.