


CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 105
SECTION Clinical and Support Services		DESCRIPTION Cancellations for Stepping Stone	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) will observe safety precautions at all times. At times, programs for individuals receiving services from LCCMH may be closed due to inclement weather or other unusual circumstances.

PROCEDURES:

A. In the event of inclement weather, the following procedures will be followed:

When Greater Lapeer Transportation Authority (GLTA) is closed or running in town only Stepping Stone Skill Building Program will be closed. An announcement will be placed on television station ABC 12.

B. In the event a program has to be cancelled due to other special circumstances (i.e. power outage, water problem, etc.), the following procedure will be used:

1. Stepping Stone Supervisor and the Chief Executive Officer (CEO) or designee will discuss the need to close program due to special circumstance.
2. The Stepping Stone Supervisor will place an announcement on ABC 12.

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3. All participant's residences will be notified of program closure by phone from the program supervisor or designee.
 4. The Stepping Stone Supervisor will notify GLTA not to transport the individuals for program.
- C. In the event a program needs to close early due to inclement weather or special circumstances, the following will be the procedure:
1. If the closing is due to inclement weather, the director of GLTA and the Stepping Stone Supervisor will communicate regarding the need to close early.
 2. Any early closing due to special circumstances for a direct-run program of LCCMH will be discussed with the CEO before a decision is made to close early.
 3. Staff from program will begin to call the participants' residences to assure someone will be there for the individuals.
 4. A participant of a program will not be released until someone from their residence has been contacted.
- D. In the event the LCCMH Stepping Stone Supervisor is unavailable, the Lead Staff for Stepping Stone will implement the above procedures.

AC:mgr

This Policy supersedes #12/10017
#12/08063 dated 12/12/2008.
