


**LAPEER COUNTY COMMUNITY MENTAL HEALTH****Date Issued 10/06/2009****Date Revised 03/16/12; 07/14/15; 07/31/18**

<b>CHAPTER</b> Service Delivery	<b>CHAPTER</b> 02	<b>SECTION</b> 001	<b>SUBJECT</b> 10
<b>SECTION</b> Treatment		<b>DESCRIPTION</b> Services Suited to Condition	
<b>WRITTEN BY</b> Lisa K. Jolly, B.S. Recipient Rights Officer	<b>REVISED BY</b> Lisa K. Jolly, B.S. Recipient Rights Officer	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input 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			

**POLICY:**

It is the policy of Lapeer County Community Mental Health that each person served shall receive services suited to his/her condition and that those services shall be determined in partnership with the person served through a person-centered planning process including those listed below. CMH protects and promotes the dignity and respect to which a person served is entitled. See Mental Health Code 704(3), 708(4).

**STANDARDS/PROCEDURES:**

- A. A person served shall receive mental health services suited to his or her condition in a safe, sanitary and humane treatment environment.
- B. Within 24 hours after admission, each Lapeer County resident / person served of a Department of Health and Human Services hospital, center, or facility shall undergo a comprehensive physical and mental health examination, the results of which will be in written form. Each resident in a facility shall be periodically re-examined not less often than annually.

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- C. CMH ensures that a person-centered planning process is used to develop a written Individual Plan of Services (IPOS) in partnership with the person served (MHC 712[1]).
- D. A preliminary plan shall be developed within seven days of the commencement of services, or if a person served is hospitalized for less than seven days, before discharge or release. (MHC 712 [1]).
- E. The individual plan of service shall be suitable to the condition of the person served and shall address, as either desired or required by the person served, the need for food, shelter, clothing, health care, employment opportunities where appropriate, educational opportunities where appropriate, legal services, transportation and recreation for the person served. [AR 7199(h)]. The IPOS shall identify any restrictions or limitations of the rights of the person served and include documentation describing attempts to avoid such restrictions as well as what action will be taken as part of the plan to ameliorate or eliminate the need for the restrictions in the future. Any restrictions, limitations or intrusive behavior treatment techniques are reviewed and approved by a formally constituted committee of mental health professionals with specific knowledge, training, and expertise in applied behavioral analysis. [AR 7199(2)(g)]. The Individual Plan of Service must utilize the use of Positive Behavioral Supports to address any concerns BEFORE the use of any kind of restriction or limitation.
- F. If a person served is not satisfied with his/her individual plan of service, the person served, the person authorized by the person served to make decisions regarding the Individual Plan of Service, the guardian of the person served, or the parent of a minor person served, may make a request for review to the designated individual in charge of implementing the plan. The review shall be completed within 30 days and shall be carried out in a manner approved by the CMH (MHC 712 [2]).
- G. If an applicant for LCCMH services has been denied mental health services, the applicant, his or her guardian if one has been appointed, or the applicant's parent or parents if the applicant is a minor may request a second opinion of the Chief Executive Officer (CEO).

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- H. The Community Mental Health Services Program (CMHSP) ensures that the person served may request a second opinion, if the Pre-Admission Screening Unit (PSU) denied hospitalization and that:
1. The CEO arranges the second opinion from a physician, licensed psychologist, registered professional nurse, master's level social worker, or master's level psychologist within three days excluding Sundays or Holidays [MHC 705(1)].
  2. The CEO, in conjunction with the Medical Director, reviews the second opinion if this differs from the opinion of the preadmission screening unit.
  3. The CEO's decision to uphold or reject the findings of the second opinion will be confirmed in writing to the requestor, this writing contains the signatures of the CEO and Medical Director or verification that the decision was made in conjunction with the Medical Director [MHC 409(4)].
- I. The CMHSP (Community Mental Health Service Program) shall notify the applicant, his or her guardian, or a minor applicant's parents that a second opinion to determine if the applicant has a serious mental illness, serious emotional disturbance, or a developmental disability, or is experiencing an emergency situation or urgent situation may be requested if denied services. [MHC 705(1)(2)].
- J. An individual chosen or required by the person served may be excluded from participation in the planning process only if inclusion of that individual would constitute a substantial risk of physical or emotional harm to the person served or substantial disruption of the planning process. Justification for an individual's exclusion shall be documented in the case record by the supports coordinator. The supports coordinator will discuss in pre-meeting planning who will attend (MHC 712 [3]).
- K. A person served shall be informed orally and in writing of his/her clinical status and progress at reasonable intervals established in the individual plan of service in a manner appropriate to his/her clinical condition (MHC 714).
- L. If a person served is able to secure the services of a mental health professional, he or she shall be allowed to see the professional at any reasonable time (MHC 715).

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- M. The CMHSP or service provider under contract with the community mental health services program ensures that a person served is given a choice of physician or mental health professional within the limits of available staff.
- N. Staff will provide a comprehensive assessment / analysis of the challenging behaviors of the person served including a functional analysis that identifies when, where, and under what circumstances behaviors happen, possible interpretation of the behavior as communication and positive supports to help the person served [Chapter III, Section 3, Medicaid Manual].

## DEFINITIONS:

Applicant -- a person served or their legal representative who makes a request for mental health services.

Person-Centered Planning -- a plan focused on and directed by the person served, which facilitates the identification of his/her desired outcomes; determines the supports, services, and/or treatment he/she wants and/or needs to achieve the desired outcomes; and encourages formal and informal feedback from the person about progress made, and any changes desired or required.

Individualized Written Plan of Services -- a written individualized plan of services developed with a person served as required by Section 712 of the Michigan Mental Health Code as amended.

Treatment Plan -- a written plan which specifies the goal-oriented treatment or training services, including rehabilitation or habilitation services that are to be developed with and provided for the needs of the person served to achieve the desired outcomes; and which encourages formal and informal feedback from the person about progress made, and any changes desired or required. This guideline establishes policy and procedures regarding the provision of mental health services suited to the condition of a person served of Lapeer County Community Mental Health programs and services.

## REFERENCES:

Michigan Mental Health Code  
Michigan Department of Health and Human Services Administrative Rules  
Medicaid Manual

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Questions regarding this policy and procedure may be addressed to the Chief Executive Officer or to any member of the management team.

LKJ:mgr

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This policy supersedes  
#10/09033 dated 10/06/2009.  
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