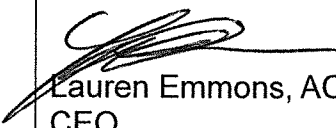


CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	
WRITTEN BY Lynn A. VanNorman, B.S. Supervisor	REVISED BY Andrea Casler, M.P.H. Stepping Stone Program Supervisor	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input 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 provide a skill building program for people with developmental disabilities. This program is called Stepping Stone.

STANDARDS:

- A. Skill building assistance consists of activities identified in the participants' individual plan of service. The activities assist persons served with increasing self-sufficiency and engaging in meaningful activities.
- B. The following are the expected outcomes for the participants of Stepping Stone as defined in their individual plan of service:
 - 1. Community integration

Participating in local activities and events with fellow community members, with transportation provided through program vehicles and the local bussing authority.
 - 2. Independence

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Participating in activities that support making choices, and acquiring, retaining or improving self-help skills.

3. Productivity

Meaningful activities in the community that create potential opportunities for ongoing employment or volunteer work.

4. Social Skills

Making friends and developing relationships within a safe and healthy environment.

5. Improved Overall Health

The person served has a decrease in symptomatology and an increase in physical fitness and healthy living skills.

C. Stepping Stone staff assures daily activities will be provided to meet the outcomes of the participants as written in their individual plans of service.

PROCEDURES:

Entry / Re-entry to Stepping Stone:

A. If an individual meets the eligibility criteria listed below, the primary case holder will make a referral to Stepping Stone's supervisor. An individual will not be denied admission to Stepping Stone if the person-centered team determines placement is appropriate.

Eligibility Criteria:

1. The individual must have an open case with LCCMH.
2. The individual must have a developmental disability as defined in the Michigan Mental Health Code.
3. The service must be determined to meet Medical Necessity Criteria as defined by Michigan Department of Health and Human Services according to the Region 10 PIHP Customer Handbook.

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4. The service has been identified during the person centered planning process.
5. Stepping Stone must be the least restrictive environment which provides the most integrated skill building activities meeting the individual's needs and desires.
6. The individual has expressed need related to the acquisition, retention, or improvement in self-help, socialization, and adaptive skills; and they are experiencing emotional, behavioral or adaptive deficits preventing them from maximized integration into the community.
7. The individual is not currently eligible for services provided by the Intermediate School District where the individual resides or by Michigan Rehabilitation Services (MRS).
8. Interventions utilized include but are not limited to sensory integration, adaptive equipment to increase independence in Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL).
9. Interventions are monitored through the Quality Improvement Plan, individual data gathering, Behavioral Assessments and Individual Plans of Service (IPOS) monitored by the case manager.
- B. Transition/Discharge Planning is done with the person served, their family or legal guardian or other representative the person served chooses during the person-centered planning process and is a part of the Individual Plan of Service. Transition planning provides the person served with opportunities to explore options for growth and community integration and connects them with resources to facilitate growth and integration.

The following is the criteria for an individual to be discharged from Stepping Stone:

1. The individual is no longer an open case with LCCMH.
2. The individual elects to retire or demonstrates an unwillingness to participate in skill building activities.
3. There is significant clinical evidence the individual will no longer benefit from the skill building services. The individual has achieved their goal and desires to

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transition to a less restrictive treatment or support setting, including natural support settings. A written transition plan will be prepared to ensure a seamless transition. The written plan will include:

- a. Progress in movement toward wellbeing.
- b. Gains achieved during program participation.
- c. Other types of services and supports needed.
- d. Referral information such as contact names and telephone numbers, and information on the continuity of medications when applicable.

C. Staff Capacity includes a Clinical Supervisor and Direct Services Paraprofessional staff.

D. Supervision: Stepping Stone Paraprofessionals are provided supervision by a master's level clinician whose profession is relevant to the services provided. The Clinical Supervisor reports to the Chief Executive Officer.

DEFINITIONS:

Activities of Daily Living (ADL): Self-care tasks to take care of oneself, including feeding/eating, toileting, selecting proper attire, grooming, dressing, maintaining continence, bathing, oral care, walking, transferring, and climbing stairs.

Instrumental Activities of Daily Living (IADL): More complex skills needed to live independently. These may include managing finances, shopping, preparing meals, using the telephone and other communication devices, managing medications, housework, laundry, and basic home maintenance. Handling transportation may include driving or navigating a public transit system.

AC:mgr

This policy supersedes
#10/08050 dated 10/20/2008.
