LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 05/09/2003
Date Revised 03/16/12

CHAPTER	**CHAPTER**	**SECTION**	**SUBJECT**
Service Delivery	02	004	125
SECTION	**DESCRIPTION**		
Clinical and Support Services	Out of Office Service Provision		
WRITTEN BY	**REVISED BY**	**AUTHORIZED BY**	
Michael K. Vizena, M.B.A. Executive Director	Dr. Robert M. Sprague CEO & Lauren J. Emmons, ACSW COO	3/30/12 Robert M Sprague, CEO Dr. Robert M. Sprague, CEO	

APPLICATION:

- ►All Staff
- ►Contractual Service Providers
- ►Contracted Services Agencies

POLICY:

It shall be the policy of Lapeer County Community Mental Health (LCCMH) to support appropriate service provision in the community. Such service shall be provided in an effective and efficient manner, and in such a fashion that the health and safety of persons served, service providers, and the general public are appropriately addressed and protected.

STANDARDS:

A. Services provided in the community shall be planned and delivered consistent with person centered planning, natural supports, and community integration principles.

B. Safety-related procedures shall be developed and communicated to staff and persons served regarding service provision in the community. Procedures shall include methods of reporting unusual incidents and/or accidents.

C. Travel related procedures, including transportation without persons served and with persons served, shall be developed that address safety-related concerns regarding such travel.

D. Staff shall be offered training as necessary to minimize risk in providing services in the community.

E. Staff shall be notified of the liabilities related to service provision in the community.

PROCEDURES:

A. Transportation of persons served should be done in agency vehicles or through contracted transportation providers whenever possible. When staff are required to transport persons served in their own vehicles, they should have a means to communicate with the administrative staff and report accidents, injuries, or breakdowns, see policy "Vehicle Incident / Accident Reporting"

B. Staff operating agency vehicles or their own vehicles on agency business shall have valid driver's licenses, use seat belts, and inspect agency vehicles as necessary to ensure that they have the proper first aid and emergency equipment available in the vehicle, see policies: "Vehicle Operations and Maintenance", "Distracted Driving" and "Safe Driver"

C. Agency personnel policies shall detail provisions for checking staff driver's licenses, criminal background checks, and other safety and protection-related items as necessary

DEFINITIONS:

A. Service provision in the community are services that are not provided in offices or facilities owned or leased through LCCMH funding specifically for the purpose of providing mental health related treatment services. Examples include but are not limited to community outings, case management/supports coordination visits, and ACTP services.

B. Person centered planning is the process of providing appropriate and necessary support to persons served to enable them to direct their service planning and focus on their wants and needs.

C. Natural supports are individuals, organizations or activities that support a person served in the community without payment or as a contracted provider through LCCMH.

D. Community integration is supporting persons served to live in the community in a fashion consistent with persons without mental health disabilities.

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

RMS:mgr

This policy supersedes
#05/03015 dated 05/09/2003.