


CHAPTER: 8	SECTION: 22	SUBJECT: Environment of Care
TITLE: <b>Supervisory Review of In-Home/Community Services</b>		
EFFECTIVE DATE: 09/22/99	REVISED DATE: 12/03/02, 12/6/05, 12/16/11, 5/10/13, 6/19/14, 5/13/16, 2/6/19, 4/1/20, 5/7/21, 10/21/22	
ISSUED AND APPROVED BY: 		
EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To reduce the risks to Community Mental Health of Ottawa County (CMHOC), its staff, and consumers associated with provision of services by CMHOC staff outside of CMHOC network sites.

**II. APPLICATION:**

To all CMHOC directly operated programs providing services outside of CMHOC network sites.

**III. DEFINITIONS:**

**CMHOC Network Site** - any edifice purchased, leased, or rented by the County of Ottawa, CMHOC specifically, or its contract agencies (e.g. county owned and operated buildings, residential homes under contract with CMHOC, program sites under contract with CMHOC).

**Consumer** - any individual who has requested services from CMHOC.

**Supervisor** - for the purpose of this policy, refers to the administrative supervisor of the CMHOC staff.

**Program Descriptions** - statements attached to CMHOC policy #4.19, “Program Descriptions,” which describe the various services offered by CMHOC, admission & discharge criteria, location of service, and staff supporting each program. All consumers served directly in the community are screened for mental health services using the risk assessment located in the AVATAR system, with the exception of those using Mobile Crisis, Crisis Services, Jail Services, and/or Latino Outreach services.

**IV. POLICY:**

It is the policy of CMHOC to provide services in a variety of locations that promote community integration, independence, and consumer choice; and in a manner that ensures staff and consumer health and safety.

**V. PROCEDURE:**

- A. Staff will work collaboratively with the consumer and their guardian (where applicable), using the person-centered planning process to identify necessary services. Service frequency, duration, location, and scope will be included in the treatment plan.
- B. Supervisors will assure that the Program Description is accurate, up to date, and includes the location(s) that the service is provided.
- C. Supervisors may periodically review their staffs' case lists to assure that consumers remain appropriate for their service area given the criteria. Staff are to consult with their supervisor should they assess any significant element of risk in providing service(s) to consumers in the consumer's home or community.
- D. For any services routinely provided outside of CMHOC network sites, with the exception of the aforementioned services in the "Program Descriptions," the assigned staff and supervisor will review the "Risk Assessment" annually, and include appropriate risk reduction activities in the clinical record on the Plan.

**VI. ATTACHMENT:**

None Applicable

**VII. REFERENCE:**

CMHOC Policy #4.19 "Program Descriptions"