

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **05 /24**

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I. **APPLICATION:**

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall in each occurrence, and to meet the Commission on the Accreditation of Rehabilitation Facilities' (CARF) requirement for having written documentation for individuals who are intoxicated, assess whether mental health services need to be deferred for intoxicated or impaired individuals or individuals who are in the act of using alcohol or drugs, until such a time that the person's abilities to benefit from the services are no longer impeded by the effects of alcohol or drugs not taken in accordance with a physician's prescription.

III. **DEFINITIONS:**

- A. **Drugs:** For the purpose of this administrative procedure, this term refers to any street drugs or prescription drugs not taken in accordance with a physician's prescription.
- B. **Intoxicated or Impaired Individual:** A person whose level of intoxication or impairment (grossly impaired concentration, slurred speech, or unsteady gait) so endangers physical functioning or safety, or whose inebriated behavior is so disruptive (loud, argumentative) that the person cannot benefit from treatment.

IV. **STANDARDS:**

- A. An individual who appears to be intoxicated or impaired, or is contemporaneously observed in the act of using alcohol or drugs, receives a documented assessment to determine whether or not mental health services would be beneficial to the individual.
- B. An individual who, after an assessment, is determined not to be an Intoxicated or Impaired Individual, receives services with an explanation of the administrative procedures related to services for intoxicated individuals.
- C. An Intoxicated or Impaired Individual, as defined in this administrative procedure, is informed that services cannot be provided to the individual at the current time.

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- D. An Intoxicated or Impaired Individual whose physical functioning is endangered, e.g., not able to respond, passing out, comatose, will receive needed medical treatment, including emergency assistance.
- E. SCCCMHA staff will notify law enforcement if an Intoxicated or Impaired Individual is observed attempting to drive a motorized vehicle.

V. PROCEDURES:

Program Staff

1. Witnesses individual's ingestion of alcohol or drugs or has evidence that can lead to a reasonable assumption that the individual has used alcohol or drugs on the date of service.
2. Processes suspicions of use of alcohol or drugs with the individual.
3. Consults with SCCCMHA nurse, Clinician or Case Manager and makes determination, using best clinical judgment, of whether the individual can continue and benefit from treatment or if services should be deferred at that time.
4. Determines one of the following items and takes corresponding actions in the order listed:
 - a. The individual is not intoxicated (by administrative procedures definition).
Actions:
 - i. Continue with session or interview.
 - ii. Explain administrative procedures related to services for intoxicated individuals
 - iii. Document the interaction clearly in record.
 - b. Level of intoxication or impairment grossly impairs physical functioning or behavior is disruptive (loud, argumentative) to the extent that the individual cannot benefit from treatment.
Actions:
 - i. Inform the individual that services cannot be provided to them at this time.
 - ii. Offer use of telephone or other resources to allow the individual to arrange safe transportation from session.
 - iii. Discuss with the individual the staff person's responsibility to inform law enforcement if staff witnesses an Intoxicated or Impaired Individual attempting to drive.
 - iv. Schedule a future appointment with the individual, in writing, if appropriate.
 - v. Without disclosing specific individual identification, inform appropriate law enforcement agency if the individual attempts to drive from session while intoxicated or impaired.
 - vi. Document the report to law enforcement clearly in the individual's case record, specifically including all of the following information:
 - Who contacted law enforcement
 - Which law enforcement agency was contacted
 - Identity of the law enforcement person contacted
 - Time contact occurred
 - c. Level of intoxication or impairment does not endanger physical functioning and behavior is determined as non-disruptive.

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Actions:

- i. Continue with session.
 - ii. Explain administrative procedures related to services for intoxicated individuals.
 - iii. Document the interaction in the record.
 - iv. Discuss with the individual the staff person's responsibility to inform law enforcement if staff witnesses an Intoxicated or Impaired Individual attempting to drive from session.
 - v. Offer use of telephone or other resources to allow the individual to arrange safe transportation from session. (Then proceed in the following sequence below 7, and then 8 as needed).
 - vi. Without disclosing specific individual identification, inform appropriate law enforcement agency if the individual attempts to drive from session while intoxicated or impaired.
 - vii. Document the report to law enforcement clearly in the individual's case record, specifically including all of the following information:
 - Who contacted law enforcement
 - Which law enforcement agency was contacted
 - Identity of the law enforcement person contacted
 - Time contact occurred
- d. Level of functioning does endanger physical functioning (not able to respond, passing out, comatose).

Actions:

- i. Call 911.
- ii. Use InformaCast to get needed assistance, e.g., medical emergency responders.
- iii. Notify a supervisory staff that 911 was contacted.
- iv. Completes form [#0057 Incident Report](#).

VI. REFERENCES:

- A. CARF. This administrative procedure is a CARF requirement.
- B. [#0057 Incident Report](#)

VII. EXHIBITS:

None

VIII. REVISION HISTORY:

Dates issued 11/97, 11/99, 10/01, 10/03, 10/05, 10/07, 10/09, 08/11, 01/13, 01/15, 07/16, 09/17, 09/18, 09/19, 01/21, 03/21, 03/22, 03/23.