

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURES

Date Issued **05/23**

Page 1

| | | | |
|---|---|--|------------------------|
| CHAPTER Human Resources | CHAPTER 06 | SECTION 001 | SUBJECT 0005 |
| SECTION Personnel | SUBJECT Personal Involvement with Community Mental Health Recipients | | |
| WRITTEN BY Mary Ann Doherty/Vic Amato | REVISED BY Dorothy Molnar-MacAuley | AUTHORIZED BY Tracey Pingitore | |

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) supports the prospective, that personal involvement with community mental health recipients beyond the scope of therapeutic involvement, unless documented in the record and approved by the employee's/volunteer's supervisor and the guardian, if applicable, is considered unprofessional, misuse of the clinical relationship, against agency policy/administrative procedures, and will be grounds for disciplinary action up to and including dismissal.

III. DEFINITIONS:

A. Community Mental Health Recipients:

1. Adult: Any person 18 or over, whether the case is opened or closed, who has actively received community mental health services within the last 24 months.
2. Child: Any child under the age of 18 who has ever been a recipient of community mental health services.

B. Peer Support Specialist, Youth Peer Support Specialist, Peer Mentor and Peer Recovery Coach: An employee of St. Clair County Community Mental Health or a contract provider who has received mental health or substance use disorder treatment in the past (may have been in the same agency currently employed in).

C. Therapeutic Involvement: Any activity on the part of a staff member that is related to the provision of clinical treatment for a community mental health recipient.

IV. STANDARDS:

| | | | |
|-----------------------------------|--|-----------------------|------------------------|
| CHAPTER Human Resources | CHAPTER 06 | SECTION 001 | SUBJECT 0005 |
| SECTION Personnel | SUBJECT Personal Involvement with Persons Receiving Services | | |

- A. Any personal involvement activity with a community mental health recipient beyond the limits of the defined therapeutic relationship and which is not documented in the recipient's record and has not been approved by the staff member's supervisor and recipient/recipient's guardian, will be considered misuse of the therapeutic relationship.
- B. Any misuse of the therapeutic relationship, or misuse of the staff member's professional position, is considered a violation of these administrative procedures. Examples of misuse include:
1. Socializing with community mental health recipients and/or their family members.
 2. Borrowing money from community mental health recipients.
 3. Lending money to community mental health recipients.
 4. Permitting a community mental health recipient to stay/visit in the staff member's home (temporarily or permanently).
 5. Obtaining guardianship, parental responsibility, or foster care of a community mental health recipient.
 6. Communicating with community mental health recipients (or family members of recipients) through any form of social media such as blogs, Facebook, Instagram, Snapchat, Twitter, etc., and/or sending text messages to recipients (or family members of recipients) for social purposes, completing personal telephone calls to recipients (or family members of recipients) for social purposes, and/or sending e-mail communications to recipients (or family members of recipients) for social purposes without the prior approval of the staff member's supervisor and the recipient's guardian, if applicable.
- C. Any personal involvement activity with a community mental health recipient, regardless of job position, which is not documented in the recipient's record and has not been approved by the staff member's supervisor and the recipient/recipient's guardian, is considered a violation of this administrative procedure.
- D. This administrative procedure pertains to relationships that originated as a result of the treatment process. Relationships between staff and community mental health recipients that originated outside of the treatment process should still be discussed and be subject to the above standards when personal involvement is treatment related.
- E. Random, unsolicited, social contact with community mental health recipients (or family members of recipients) is unavoidable and is not considered within the confines of this administrative procedure (usually staff members should not interact with recipients/recipient's family members in the general public, unless the recipient/family member approaches the staff member). Staff members shall discuss significant social contact with recipients/recipient's family members with their supervisor as soon as possible.
- F. The receiving of gifts from community mental health recipients, their guardians/family members, or any other person associated with the recipient shall be immediately reported to the staff member's supervisor. The supervisor will determine how to proceed with the offer of a gift.

| | | | |
|-----------------------------------|--|-----------------------|------------------------|
| CHAPTER Human Resources | CHAPTER 06 | SECTION 001 | SUBJECT 0005 |
| SECTION Personnel | SUBJECT Personal Involvement with Persons Receiving Services | | |

E. For further defined personal involvement with community mental health recipients, staff members should reference their specific professional code of ethics and adhere to them.

V. PROCEDURES:

Staff Member

1. Notifies their immediate supervisor of any personal involvement with community mental health recipients.

Supervisor

2. Obtains decision from SCCCMHA Program Director or contract agency director/designee if it appears any staff member may be personally involved with a community mental health recipient.
3. Documents ruling of approval or disapproval of personal involvement activity in recipient’s record, to include the supervisor’s and recipient’s/recipient’s guardian’s signature.

Program Director/Agency Director/Designee

4. Determines action to be taken. Instances involving Directors shall be determined by next superior or SCCCMHA Board of Directors.

Any SCCCMHA Staff

5. Notifies SCCCMHA Office of Recipient Rights for any apparent or suspected violation of a recipient’s rights.

Office of Recipient Rights

6. Records complaint and follows complaint investigation process as outlined in the Mental Health Code.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

| | | | |
|-----------------------------------|--|-----------------------|------------------------|
| CHAPTER Human Resources | CHAPTER 06 | SECTION 001 | SUBJECT 0005 |
| SECTION Personnel | SUBJECT Personal Involvement with Persons Receiving Services | | |

Dates issued 10/86, 11/88, 12/90, 06/93, 07/97, 06/99, 06/01, 10/03, 02/06, 02/08, 02/10, 03/12, 07/13, 07/14, 01/16, 01/17, 01/18, 01/19, 05/22.