

**Community Mental Health Affiliation  
of Mid-Michigan**

<b>PROCEDURE #:</b> 2.9	Page 1 of 3	<b>SUBJECT:</b> Self Determination and Person/Family Centered Planning
<b>Related Policy(ies) #:</b> 2.0		<b>SUBJECT:</b> Clinical Policy
<b>Issuing Director:</b> Director of Affiliation Operations		<b>Original Effective Date:</b> 11/01/09

**REVISED DATE**

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**Review Date(s)**

11/02/10					
11/09/11					

**I. PURPOSE:**

To ensure that all services and supports being provided by the Community Mental Health Affiliation of Mid Michigan (CMHAMM) are identified using a Person/Family Centered Planning process and that arrangements that promote Self Determination are made available in accordance with established best practice guidelines and state and federal regulations.

**II. STANDARDS:**

- A. DCH contract: Attachment 3.4.1.1 (The Department of Community Health Person Centered Planning Revised Practice Guideline, October 2002)
- B. Section 712 of the mental health code
- C. DCH Contract: Attachment 3.4.4 (The Self Determination Policy and Practice Guidelines, July 2003)

**III. DEFINITION(S):**

**A. Person/Family Centered Planning:**

A process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and honor the individual's preferences, choices, and abilities. The person-centered/family centered planning process involves families, friends, and professionals as the individual desires or requires.

**B. Self Determination:**

A set of concepts and values that underscore a core belief that people who require support from the public mental health system as a result of a disability should be able to define what they need in terms of the life they seek, have access to meaningful choices, and have control over their lives.

**C. Independent Facilitator:**

A person chosen by the individual and/or family to guide him or her through the person/family centered planning process. An independent facilitator may be a family member or friend or may be an advocate recommended by a friend, provider or supports coordinator.

**D. Fiscal Intermediary:**

An independent legal entity (organization or individual) that acts as a fiscal agent of the CMHSP for the purpose of assuring fiduciary accountability for the funds compromising a

consumer's individual budget. The purpose of the fiscal intermediary is to receive funds making up a consumer's individual budget, and make payments as authorized by the consumer to providers and other parties to whom a consumer using the individual budget may be obligated.

**E. Individual Budget:**

A fixed allocation of public mental health resources, and may also include other public resources whose access involves the assistance of the CMHSP, denoted in dollar terms. The resources are agreed upon as the necessary cost of the specialty mental health services and supports needed to accomplish a consumer's plan of services/supports.

**IV. PROCEDURES:**

**Person/Family Centered Planning:**

**Each Community Mental Health Service Provider (CMHSP) will:**

- A. Provide written educational information to consumers/families on Person/Family Centered Planning.
- B. Ensure that all supports and services are developed through a Person/Family Centered Planning process following the Person Centered Planning Revised Practice Guidelines established by the Department of Community Health (DCH). All CMHSP's will utilize the CMHAMM Practice Guidelines in determining eligibility for services and supports.
- C. Ensure that PCP documentation reflects all required information as outlined in the DCH Person Centered Planning Revised Practice Guidelines
- D. Ensure that for each Person/Family Centered Plan, a pre-planning meeting is completed that collects the following information:
  - a. Who to invite
  - b. Where and when to have the PCP/FCP meeting
  - c. Who will facilitate the meeting
  - d. Who will record the meeting minutes
  - e. What topics will be discussed during the meeting ( for example: dreams and desires)
  - f. What topics will not be discussed during the meeting
- E. Provide information/education on what an Independent Facilitator is and how to request the use of one.
- F. Ensure that the Independent Facilitators are trained on the philosophy and requirements of Person Centered Planning and in facilitation skills.
- G. Provide education on all possible support and treatment options available to meet the needs identified as part of the PCP/FCP process.
- H. Actively seek feedback from individuals receiving services/supports on satisfaction and develop quality improvement efforts from the feedback.
- I. Provide ongoing training opportunities for consumers, family members, staff, and other stakeholders on Person/Family Centered Planning.

**Self Determination:**

**Each Community Mental Health Service Provider (CMHSP) will:**

- A. Provide written educational materials on the principles of Self Determination arrangements/options that are available as outlined in the MDCH Self Determination Policy and Practice Guideline. Participation in Self Determination arrangements is voluntary and not a requirement.
- B. Provide information to each consumer on how Self-Determination options/arrangements are accessed and applied.
- C. Ensure that a Self Determination Agreement is completed for each consumer participating in a Self Determination Arrangement. For consumers who wish to hire their own support staff, then an Employment Agreement must also be completed. For consumers who choose to purchase services from a provider who is not under contract with CMHSP, then a Purchase of Services Agreement must be completed as well.
- D. Assist the consumer in completing an Individual Budget as requested. The CMHSP will have a budget form available for use and will provide current costs for services/supports provided by the CMHSP.
- E. Have at least one Fiscal Intermediary on contract (with the CMHSP or with the PIHP) to act as the fiscal agent of the CMHSP/PIHP and provide employer agent and support management functions to the consumer as requested.
- F. Actively seek feedback from consumers participating in Self Determination arrangements on satisfaction and develop quality improvement efforts from the feedback.
- G. Provide ongoing training opportunities for consumers, family members, staff, and other stakeholders on the Self Determination options available.

**V. APPLICATION:**

All CMHAMM Community Mental Health Service Providers.

**VI. MONITOR AND REVIEW:**

This procedure will be monitored by the Affiliation Self Determination Workgroup. The PIHP Director of Affiliation Operations will review this procedure annually.

**VII. RELATED POLICIES AND PROCEDURES:**

CMHAMM Policy      2.0      Clinical