



CUSTOMER SERVICES

Community Mental Health Partnership of Southeastern Michigan

All Customer Services Departments are open 8:30 am to 5:00 pm, Monday through Friday excluding holidays. You may arrange after hours by appointment. You can call your local CMH's or any other agency at the number listed below:

Lenawee Community Mental Health Authority

1040 S. Winter Street, Suite 1022
Adrian, Michigan 49221
Tel: (517) 263-8905
Fax: (517) 265-8237
Toll Free: (800) 664-5005
TTY: (800) 649-3777
www.lcmha.org

Livingston County Community Mental Health Authority

2280 E. Grand River
Howell, MI 48843
Office: (517) 546-4126
Fax: (517) 546-1300
Toll Free: (800) 615-1245
TTY: (800) 649-3777
www.cmhliv.org

Monroe Community Mental Health Authority

1001 S. Raisinville Rd.
Monroe, MI 48161
Office: (734) 243-7340
Fax: (734) 243-5564
Toll Free: (800) 886-7340
TTY: (800) 649-3777
www.monroecmha.org

Washtenaw Community Health Organization

555 Towner
Ypsilanti, MI 48197
Phone: (734) 544-3000
Fax: (734) 544-6732
Toll Free: (800) 440-7548
TTY: (800) 649-3777
www.washtenawcho.org
WCHO Customer Services
1-877-779-9707

The Joint Commission

Toll Free: (800)-994-6610

What is the Community Partnership of Southeastern Michigan?

The Community Mental Health Partnership of Southeastern Michigan (CMHPSM) is a joint effort of Lenawee, Livingston, Monroe, and Washtenaw Counties. The partnership seeks to be a model of excellence in a regional system of integrated care. The CMHPSM joins with consumers, families, and the community to help consumers reach their dreams.

What is Customer Services?

Customer Services is a link between you, your community mental health system, and your community. We are here for you when you, your family, or a community member wants information about services or supports within your county.

Customer Services has a variety of functions. It seeks to reduce stigma about disabilities by educating the community. The goal of Customer Services is to make sure the community mental health system provides respectful, accessible and stigma-free care to all consumers. Customer Services would like to meet your needs through the provision and protection of your rights as a consumer, as well as providing an outlet for your voice. You matter.

Customer Services can help you with:

- Information on how to get and retain services
- Information on payment decisions as they pertain to treatment
- Educating you on your rights as a consumer of services
- Learning new ways to advocate for yourself (self-advocacy)
- Concerns about your care and the staff that provides it
- Instruction on the grievance/complaints process
- Updates on national, state, and local level mental health system changes
- Information on organizational structure and management

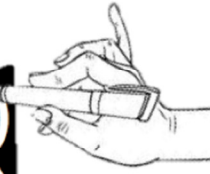
Customer Services provides:

- Community education
- Public Speakers
- Links with community advocacy groups and partners
- Community Benefit Plan
- Anti-stigma activities/support
- Community needs assessment data
- Presence in the community through town hall meetings and celebration ceremonies
- Consumer updates and information
- Public Awareness

IT'S IMPORTANT TO KNOW

- A grievance is an expression of dissatisfaction about any matter related to services
- You have the right to get information in a way or form that you can understand. If you need information in another language or in another form (i.e. limited hearing or sight abilities), call your local Customer Services department for help.
- To start services or get information about services you may qualify for; call Access in the county where you live.
- You cannot be denied services just because you cannot pay. Talk with front desk staff, Access, or Customer Services about your options.
- If you want service in another county, call your local Access Department.

PERSONAL POWER



CONSUMER BILL OF RIGHTS:

My Involvement

I will be encouraged to ask questions, and make sure I know how and why decisions are made about services. I will be active in creating my own Person Centered Plan (PCP) which will detail my individual treatment goals each year.

I will be able to give my opinions about services in satisfaction surveys, small groups, or in other ways. My opinions will be considered in policy-making committees and boards.

I will be treated as a valued partner. My family members or other people important to me will be treated the same way.

My Responsibilities as a Consumer

I will put every effort into:

- Taking part in the planning and delivery of my services through my PCP or person centered plan
- Telling staff of my ever changing needs
- Notifying staff when I no longer want to receive services
- Being responsible for my own actions, and for the results of those actions
- Keeping my appointment times as scheduled, or cancelling prior to the appointed time
- Informing staff about safety concerns including those related to services I receive

Access to Services

I will have access to services and supports in a timely way.

I will get help from my CMH staff or other staff, in an effort to meet my basic needs such as:

- Housing
- Food
- Clothing
- Other basic needs

AND


To find and get other services such as:

- Dental services
- Legal help
- Transportation
- Education and recreation
- Other community resources

I will take part in services provided to me by the Community Mental Health Partnership of Southeastern Michigan (CMHPSM) or its providers, as named in my PCP. These services will be in a place I can get to and at times that I can attend. These services may include:

- Client services management (Supports Coordination, Case Management)
- Inpatient services for children adolescents and adults
- Psychiatric services
- Community living resources
- Vocational services

Right to Quality Services

- I have the right to quality services that meet my needs, as determined to be medically necessary, in a timely and professional manner. The services available are frequently evaluated and improved in order to serve you.
 - I will be treated with care, courtesy, and respect by all staff. Staff will be clear in their actions and in what they expect of me.
 - My information will be kept private and confidential. My information will be shared only when I give permission or as allowed/required by law.
 - I will be offered services to help me achieve my goals and give me as much independence as possible.
 - My personal feelings of safety are important as a recipient of services.
 - I have the right to services from knowledgeable and recovery-oriented staff that are aware of my needs and utilize my strengths.
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PERSONAL POWER



PERSON CENTERED PLAN:

Person Centered Planning (PCP) - Treatment goals should be based upon those things that matter most to you. This process allows you a voice in the treatment goals that you set in what is referred to as your Individual Plan of Service (IPOS) meeting. By meeting with professionals and personal advocates, you can loosely tailor the treatment that you provide in accordance to your hopes and dreams. *Ask yourself the following questions before your Person Centered Planning or IPOS meeting:*

- **Who will advocate for me the best?** Those in the role of advocating for you are referred to as Individual Facilitators. They will run the meetings, as well as help you choose people to attend and assist you in remaining focused on your hopes, needs and dreams.
- **Who should I choose as an Independent Facilitator?** A good facilitator is someone that you trust to do the following: listen, support, and encourage you, be educated on the process itself and who is willing to help you in the preparation process. Some examples of people to choose are: yourself, friends, family members, Support Coordinator/Case Manager or an outside agency provided Independent Facilitator.
- **What if I want to be an Independent Facilitator for myself or someone else?** Contacting your Support Coordinator/Case Manager will put you in touch with the agency or person responsible for educating and overseeing you in learning and utilizing this process.
- **How do I get an Independent Facilitator assigned to me?** Ask your Support Coordinator/Case Manager in your preplanning meeting which should take place within 1 month prior to your PCP or IPOS meeting.

SELF-DETERMINATION:

Self Determination- This is the belief that you, yourself, should have the right to choose the life that you seek. The funding for that life should follow. Therefore, personal choice and control are emphasized in this process of determining funding choices for personal care (*this is separate from treatment decisions which are determined by your Support Coordinator/Case Manager*). You should consider the following when deciding if self-determination for personal care is for you:

- **Your focus!** The focus should be on developing relationships, active membership in the community, enjoying life and finding meaningful employment and/or use of your time.

- **Funding Choices:** Funds from your local Community Mental Health must be used according to the Department of Community Health and Medicaid guidelines and planning must occur within the funds available for support. Your Support Coordinator/Case Manager will support you in learning/adhering to these guidelines, as well as instruct you on how to use these funds wisely.
- **Natural is better.** Our communities are rich in resources. The more you utilize the community for services and support, the more you will feel connected as a contributing member. Plus, your economic power through your funding choices will impact the ability of that resource to be sustained long term. In other words, your dollars may insure that services continue in the community agencies you choose.
- **You will have the authority over the funds available for your supports.** You will approve payment for services you receive, obtain monthly reports on what is spent and the balance or how much you have left.
- **Paying individuals for paid support is possible, but they must meet some basic qualifications.** This includes qualifications such as being over the age of 18 and undergoing a criminal records check.
- **Things Change!** Within approved budget amounts and guidelines, you can move your dollars from line item to line item as long as essential supports are maintained. These changes will need to be reflected in your PCP and budget.
- **Have Fun!** This is a wonderful journey that can be very rewarding. There will be bumps in the road but for the most part it will be exciting—you are creating a life that is all your own!

Why is Self Determination important? Having received services and/or assistance for a length of time, it is not uncommon to have given up your personal power to others. By making decisions about your personal care, you are reclaiming or rediscovering your voice.

How do I know if I qualify for self-determination? If you're an adult who receive services through Community Mental Health in Livingston, Lenawee, Monroe or Washtenaw County and would like to direct your personal care/hiring your own staff, you qualify.

What is the process of utilizing Self Determination? Talk to your Support Coordinator/Case Manager in order to assess whether this or which option is right for you (see below). They will then help you develop a Person Centered Plan (PCP) which reflects your desire to utilize Self Determination. The vision of your Self Determination will be determined by answering questions such as this:

- *Do you like where you live and/or with whom?*
- *Would you like to live in an apartment, duplex or own your own home?*
- *What city or town do you want to live in?*
- *If you do need assistance from someone, what would that look like? How many hours a day?*
- *Do you have a personal hobby?*
- *Do you like to do things by yourself or with other people?*
- *Have you ever traveled? Would you like to take a vacation?*
- *Are you active in your community?*
- *Are you interested in joining a club/organization?*
- *Do you want to take some classes or go back to school?*
- *Have you thought about owning your own business?*
- *When do you hope to retire?*
- *What is your dream job?*
- *What assistance do you need to get and/or keep a job?*

- *Do you have a driver's license or your own car?*
- *Do you need help with public transportation?*
- *Can you safely walk or bike places you want to go?*
- *Do you need accessible transportation?*

Once questions such as these are thought through, then it is necessary to plan an individualized budget. Your Supports Coordinator/Case Manager will assist you with this process. Once your budget is finalized, you and your chosen supports will be given the authority over how the dollars are used. Rules will be discussed so that this service can continue.

What are the options I can choose? Directly hire some of your supports with assistance of a fiscal intermediary. A fiscal intermediary helps you with payroll and other employment issues. You will work with the fiscal intermediary to set up contracts of employment for all of your qualified staff. You will be the employer of record. **OR** Choose services through an existing provider network (agencies that are contracted with your local affiliation member). These agencies will still assist you with hiring staff that you like, as well as support the principles of Self-Determination.



ACCESSING SUBSTANCE ABUSE SERVICES FOR PERSONS WITH MEDICAID:

Who can receive services?

Anyone who has Medicaid insurance and lives in Lenawee, Livingston, Monroe, or Washtenaw County can receive a clinical assessment to find out if they are eligible to receive mental health or substance abuse services.

What is a Substance Abuse Problem?

Taking alcohol or other drugs in a pattern that places the individual at risk or endangers public safety.

What Services are Available?

All services provided must be considered to be medically necessary for your treatment and are designed to meet the unique and individualized needs and preferences of the individual. Your team will partner fully with you to help ensure you have the most effective plan for your health needs.

Some examples of assistance include individual and group counseling, detoxification, residential programs.

He who has hope has everything.

Arab Proverb

PERSONAL POWER 

ADVANCE DIRECTIVES

Advance Directives are nonbinding legal documents which can be used by those with mental health diagnoses to pre-plan the details of their lives before a medical and/or mental health crisis occurs. Outlining your preferences regarding treatment options, household chores and people to be notified is an important step in creating an advance directive which is a type of crisis plan. Determining the following is also important:

- **Who will be responsible for fulfilling the requests outlined in my advance directive?** First, treatment providers will benefit by the reasons and type of treatment options preferred. They will not necessarily be responsible for fulfilling your medical-related requests. They will use your preferences based on your past experience as a starting point to determine a current treatment regime. Your choice of a patient advocate, however, is a very important one as that person will attempt to fulfill the nonmedical aspects of your advance directive. For example, feeding your dog or whom to tell you when you are in crisis would fall under the request of the patient advocate. This trusted person would need to be aware of your current and any updated versions of your advance directive, as well as possibly being granted 'durable power of attorney'.
- **What is a Durable Power of Attorney?** Durable power of attorney is the legal assignment of someone over the age of eighteen that you trust to make treatment decisions on your behalf. The type of decisions covered, as well as the selection of the person to place in charge of those decisions is extremely important and should be thought through thoroughly. Selection of a patient advocate is limited to those who do not already have a legal guardian.
- **What is the difference between a medical and psychiatric advance directive?** A medical advance directive limits your treatment scope to those treatment options that you do or do not want. It must be self-determined and not done by a guardian, spouse, family member, healthcare worker or anyone else who could benefit from your death. You are eligible if you are over the age of eighteen, not under guardianship and seen as competent by the court. A psychiatric advance

directive does not limit your treatment scope, but informs treatment providers of your preferences. Like a medical directive, you must be of legal age, not under guardianship and be legally competent. In addition, no one may benefit from your psychiatric advance directive if you were to perish. You may, however, seek assistance from other individuals in the preparation of a psychiatric advance directive.

- **Can I combine a psychiatric and medical directive into one document?** No, separate documents are needed for a psychiatric and medical advance directive. The medical advance directive will be followed precisely, while a psychiatric advance directive will be a starting point for treatment considerations.
- **Where do I get the forms and/or assistance in completing this legal document?** You may obtain the psychiatric and medical advance directive forms from the state of Michigan website, from your Case Manager and/or Supports Coordinator, as well as an Attorney at Law. The forms should be thoughtfully considered and thoroughly completed, copied in duplicate, notarized and signed by witnesses to ensure validity. Remember, this is a right that you are either exercising or signing away. Therefore, take the time and discuss it with treatment providers, experts, as well as trusted family and friends.

Important:

The stress response includes the release of hormones that could impair your judgment. Therefore, it is incredibly important that you complete an advance directive during a time of stability. As an advance directive is a legal document it may be advisable to seek the assistance of an attorney.

In addition to psychiatric and medical advance directives, there is another crisis plan that is referred to as the Wellness Action Readiness Plan or WRAP. This document, although extremely helpful, is not a legal document. The document allows you the opportunity to name a person that you put in charge of a variety of tasks, as well as treatment preferences. A WRAP plan is more comprehensive and easier to complete on your own. However, the treatment provider may give more credence to the advance directive, than a WRAP plan due to the legal provisions involved. e.g. notarization and the like.

Advance Directives should be reviewed periodically to ensure that your preferences and protections are current and legal. State rulings do change and checking with a professional is advisable.