

WCHO PIHP POLICY for the COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN		<i>Policy and Procedure</i> <i>Recipient Payment for Damage to Property</i>	
Department: Office of Recipient Rights Author: Shane Ray		Local Policy Number (if used)	
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Date:			
Reason:			

I. PURPOSE

The purpose of this policy is to establish guidelines for recipient responsibility for payment of purposeful damage to property of service providers and/or other recipients during the provision of services.

II. POLICY

It is the policy of the Community Mental Health Partnership of Southeastern Michigan (CMHPSM) to promote recipient assumption of responsibility for purposeful damage of property during the provision of services.

III. APPLICATION

All recipients while under the care of any WCHO or Comprehensive Specialty Service Network (CSSN) staff, students, volunteers, and/or contractual agencies within the Community Mental Health Partnership of Southeastern Michigan.

IV. DEFINITIONS

Purposeful damage – Any intentional or deliberate impairment of the usefulness or value of facilities and property.

V. STANDARDS

A. Recipients will not be charged for accidental damage to property. Ongoing maintenance funds from program budgets shall be accessed for repairs due to accidental damage.

B. The clinical treatment team, in consultation with the Office of Recipient Rights, as needed, shall make a determination as to the purposeful nature of the action, and the recipient's ability to understand the connection between their action and the damage incurred. In addition, any actions or omissions by staff, which may have contributed to the incident, will be carefully evaluated. A recipient shall not be asked for pay for damages if staff action or omission to act was the apparent determining factor in the property damage incident.

C. The clinical treatment team will determine an appropriate charge for the damage. Charges will not exceed the cost of repair or the current actual value of the damaged property that needs to be replaced. Charges will not place the recipient in a position where he or she will not be able to meet his

or her basic needs. Payment plans may be arranged as appropriate. Any restrictions placed on a recipient's access to funds shall be implemented in compliance with CMHPSM policies Limitation of Rights, Personal Property and Funds, and Behavioral Treatment Committee.

D. Should the recipient not consent to payment, the clinical treatment team shall determine whether it is appropriate for legal charges to be filed. This determination shall be made in consultation with the Office of Recipient Rights.

E. EXHIBITS

None

F. REFERENCES

Reference:	Check if applies:	Standard Numbers:
Michigan Mental Health Code Act 258 of 1974	X	
CMHPSM Policy: Behavioral Treatment Committee	X	
CMHPSM Policy: Limitation of Rights	X	
CMHPSM Policy: Personal Property and Funds	X	

G. PROCEDURES

WHO	DOES WHAT
All Program Staff	<ol style="list-style-type: none"> 1) Maintains familiarity with recipient's Person Centered/Behavior Plans which identify any specific techniques or interventions to be used to address any history of property destruction. In the event a recipient engages in destructive behavior, intervenes as soon as possible to prevent harm to individuals and property. 2) Ensures that all recipients are safe and that their needs have been addressed. 3) Assess any property damage. 4) Encourages recipient to assist with cleanup of any debris or damage if appropriate, and if it will not further escalate the recipient, resulting in additional damage. 5) Inventories damaged property. Initiates any immediately needed

	<p>repairs.</p> <p>6) Follows emergency and Incident Reporting procedures and any previously identified treatment plan.</p> <p>7) Notifies Program Supervisor.</p>
Program Supervisor	<p>1) Ensures that all recipients are safe, that their needs have been addressed, and that Incident Reporting procedures have been followed.</p> <p>2) Informs assigned clinical staff of incident, and notifies them if observation and reports indicate that consideration should be given to assessing recipient with cost of damages.</p> <p>3) Secures information on costs of repairs/replacement to damaged property, and forwards to assigned clinical staff.</p>
Assigned clinical staff	<p>1) Reviews incident, consults with recipient and legal representative if applicable, program staff and other professionals to determine appropriateness of assessing recipient costs of damages.</p> <p>2) Determines amount to be charged based on the cost of repair or the cost of the damaged item's actual/present value, with consideration of the age and condition of item, the recipient's financial resources, and staff actions to appropriately intervene and reduce potential damage.</p> <p>3) Consults with the Office of Recipient Rights before making a final determination to assess recipient costs.</p> <p>4) Notifies Program Supervisor and recipient of results of review.</p> <p>5) If recipient agrees to repayment, assists recipient in making payment arrangements.</p>

	<ul style="list-style-type: none">6) If recipient refuses to make payment, consults with other involved professionals, supervisor and Office of Recipient Rights to determine appropriateness of any additional action.7) Ensures that recipient is aware of grievance and recipient rights complaint processes.
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