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| COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN | | <i>Policy and Procedure</i> | | |
| Department | | # of Pages: 3 | | |
| Policy Name: Individual Crisis Planning | | Type of Policy: [] WCHO [<input checked="" type="checkbox"/>] Regional [] Network | | |
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| Administrative/Board of Directors Sign Off | | | | |
| Administrative Signature: | | | Date: | |
| Board of Directors Signature: | | | Date: | |

I. PURPOSE

To ensure a crisis plan is developed for consumers where their preferences are indicated through a regional policy within the Community Mental Health Partnership of Southeastern Michigan (CMHPSM).

II. APPLICATION

This policy pertains to all regional affiliate partners within the CMHPSM along with contracted providers.

III. DEFINITIONS

Advanced Directive: A document signed by a competent adult giving direction to healthcare providers about his or her treatment choices in certain circumstances.

Crisis Plan: A type of advanced directive that outlines routine items and areas (i.e. apartment, pets etc.) within the individual’s life that may need attention until the crisis has passed. A crisis is defined as an emergent situation that is likely to cause reduced levels of functioning in primary aspects of the recipient’s life if not addressed as soon as possible.

IV. POLICY

Crisis Planning is an option for individuals receiving services from their local Community Mental Health Service Provider (CMHSP) and is a process that allows an individual to put into writing a plan that shall be followed when a crisis occurs.

A “crisis” can be identified as a psychiatric, medical or natural disaster emergency for the individual and/or their caregiver.

Individual Crisis Planning is a consumer driven process where a document is developed in which the consumer decides what questions they want to ask and the people to enlist to support them in implementing the plan. The consumer also determines who will receive a copy of the plan when completed.

CMHSP’s will provide consumers information and a template on Individual Crisis Planning at the time of initial assessment, pre-planning for the Person Centered Plan and as requested. The consumer may choose whether or not to use the format provided. The CMHSP should assist the individual with identifying as many natural supports as possible to assure that the plan is followed through to its fullest extent and support them in this plan. If CMHSP staff are identified as supports to implement the crisis plan, the Person Centered Plan should reflect the crisis plan and a copy of the plan must be provided to the CMHSP.

Should CMHSP staff not be an identified as supports to implement the plan, the consumer may choose whether or not to inform the CMHSP of the plan. If a plan is presented to the CMHSP and the CMHSP is not part of the crisis plan, the CMHSP will file the plan in the correspondence section of the consumer’s record.

If a crisis does occur, this plan will show what the individual’s preferences are, who should be contacted by whom and valuable information on how to implement the plan.

Once a crisis plan is developed, the individual’s preferences should be reflected in their Person Centered Plan and a safety goal developed to show that a crisis plan is developed and more detailed information is available.

V. EXHIBITS

VI. REFERENCES

- A. Community Support and Treatment Services procedure: Procedure for Preparing a Crisis Plan
- B. Michigan Patient Self Determination Act (PA 312 of 1990)
- C. CMHPSM Self Determination Policy

VI. PROCEDURES

WHO

DOES WHAT

CMHSP Staff

At the time of the consumer’s assessment, PCP pre-planning or as requested will provide informational

materials (brochure) on what crisis planning entails, examples of crisis plans and explanations of the process.

Consumer

Determines whether or not to complete a crisis plan.

Determines what format to use if a crisis plan is to be completed.

Determines how the plan will be written (independently, with family or friend, CMHSP staff)

CMHSP Staff

Determines who will receive a copy of the crisis plan. Assist consumer in identify supports to implement the plan if asked by the consumer.

If CMHSP staffs **ARE** included as supports to implement the crisis plan, make a recommendation for the consumer to forward a copy of the plan and the PCP should reflect the crisis plan be part of the consumer's record.

Obtain any necessary Release of Information's needed to implement the plan.

Document involvement in the crisis plan.

If CMHSP staffs are **NOT** include in the crisis plan but the consumer forwards a copy of the plan to the CMHSP, it will be filed in the consumer's record under the correspondence section.

Consumer

Notify all people that are listed as supports in the crisis plan of their role in implementing the plan.

Notify all people that are listed as supports in the crisis plan if the plan changes.

If a crisis occurs, inform the person who is to initiate the plan.

CMHSP

Document involvement in the plan once the crisis occurs.