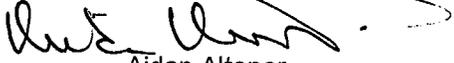
	<b>STATE MENTAL HOSPITAL POLICY</b>  <b>COMMONWEALTH OF PENNSYLVANIA</b> <b>OFFICE OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
	<b>NUMBER:</b> SMH-P-08-03	<b>ISSUE DATE:</b> March 20, 2008	<b>EFFECTIVE DATE:</b> March 20, 2008
<b>SUBJECT:</b> Consumer Meeting Involvement		<b>BY:</b>  Aidan Altendor Director of Community and Hospital Operations	

**SCOPE:**

State Mental Health Hospitals- Civil  
 South Mountain Restoration Center

**PURPOSE:**

The purpose of this policy is to institute uniform guidelines for the recognition of consumer attendance at standing hospital committee meetings. The State Mental Hospitals (SMHs) shall adopt and implement these guidelines related to the recognition of consumers attending standing hospital committee meetings as defined by the individual hospital. All SMHs shall revise their policies, procedures, and practices accordingly.

**BACKGROUND:**

The Office of Mental Health and Substance Abuse Services (OMHSAS) and the Bureau of Hospital Community and Operations (BCHO) support the principles of Recovery and assure that all treatment be provided in the most appropriate and least restrictive environment consistent with the safety, welfare of staff, public and other individuals in residence. The ongoing involvement of consumers in the daily hospital operations through participation in standing committees is considered a valuable and collaborative process.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**  
 Director, Community and Hospital Operations, DPW-OMHSAS, P.O. Box 2675,  
 Harrisburg, PA 17105 or phone 717-705-8151.

## **DISCUSSION:**

The State Mental Hospital system of Pennsylvania shall consider the active involvement and consultation of consumers in the daily hospital operations as an important and collaborative working relationship. Consumer representation on hospital committees helps to provide the opportunity for growth, recovery, and inclusion in their hospital community. Committee representation also provides an avenue for the consumers' voices and input into hospital system improvements, policy decisions, and comprehensive plans. Consumer attendance at standing hospital committees and any other non-workshop professional activity shall be encouraged on an ongoing basis and recognized with payment for services provided. The payment shall be at the prevailing hourly minimum wage for every hour of meeting the consumer attends.

### **SMH Staff Responsibilities:**

Ensure hospital policies are in compliance with the requirements specified.

Inform all consumers being admitted of the hospital policy, the importance of their active involvement and partnership on standing hospital committees, and the consumer worker system in place.

Display on the unit bulletin board and/or place visible to all consumers with large font greater than or equal to 12 point:

- Hospital Policy
- Sign up sheets posted for needed committees with job description

Communicate the need for committee representation to all consumers on a routine basis through established communication channels (e.g., unit community meetings).

Determination of committee membership will be fair and the selected candidate as well as the consumers not selected will be informed in a reasonable amount of time. The treatment teams for the individuals selected as committee representatives shall initiate a Vocational Adjustment Services (VAS) referral specifically for this purpose. VAS staff or other appropriate staff if the SMH has no VAS staff shall enroll the consumers in the Patient Worker Program, completing all necessary forms in concert with the facility Human Resources Department. A designated VAS staff member or appropriate staff member shall report back to the treatment team when the enrollment process has been completed and that the consumer may begin his/her committee assignment.

Committee chairpersons shall ensure consumer attendance at their meetings is documented on a VAS time card indicating the date of the meeting and the amount of time in attendance (minimum of one hour). The chairperson is responsible to forward the time card to VAS in a timely basis. The committee chair person is also responsible for providing a meeting orientation to consumers

who are going to attend meetings and that the meeting expectations will be explained in full.

The DPW Clinical Modification Request for Working Resident Income form is signed or has been signed for every consumer participating in meetings or for every consumer who is a substitute for attending meetings and is completed at the time of consumer enrollment in the Patient Worker Program.

Pay records shall be stored in a designated hospital department/location (i.e.; Payroll Office) as individual consumers involved in the Patient Worker Program are considered part-time Pennsylvania State employees. Guardian Office staff have the right to access these records at any time through the Human Resources Department.