

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **03/23**

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☒ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall in each occurrence, and to meet the Commission on the Accreditation of Rehabilitation Facilities' (CARF) requirement for having written documentation for individuals who are intoxicated, to assess whether mental health services need to be deferred for intoxicated/impaired individuals and/or individuals who are in the act of using alcohol or drugs, until such a time that the person's abilities to benefit from the services are no longer impeded by the effects of alcohol and/or drugs not taken in accordance with a physician's prescription.

III. DEFINITIONS:

- A. Drugs: For the purpose of this administrative procedures, this term refers to any street drugs or prescription drugs not taken in accordance with a physician's prescription.
- B. Intoxicated/Impaired Individual: A person whose level of intoxication or impairment (i.e. grossly impaired concentration, slurred speech, unsteady gait) endangers physical functioning/safety and/or inebriated behavior is so disruptive (loud, argumentative), person can not benefit from treatment.

IV. STANDARDS:

None Available

V. PROCEDURES:

Program Staff

1. Witnesses individual's ingestion of alcohol and/or drugs or has evidence that can lead to reasonable assumption that the individual has used alcohol/drugs on the date of service.

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2. Processes suspicions of use of alcohol/drugs with the individual.
3. Consults with CMH medical staff (i.e. nurse), Clinician makes determination using best clinical judgment, of whether individual can continue and benefit from treatment or if services should be deferred at that time.
4. Determines either one of the following items:
 - a. The individual is not intoxicated (by administrative procedures definition), continues with session/interview, explains administrative procedures on services for intoxicated individuals, and documents interaction clearly in record.
 - b. Level of intoxication/impairment grossly impairs physical functioning and/or behavior is disruptive (loud, argumentative) to the extent, he/she can not benefit from treatment, informs individual services cannot be provided to them at this time. (Then proceed in the following sequence below – 6, 5, 4, 7, and then 8).
 - c. Level of intoxication/impairment does not endanger physical functioning, behavior is determined as non-disruptive, continues with session, interviewer explains administrative procedures on services for intoxicated individuals and documents interaction in record. (Then proceed in the following sequence below – 4, 5, 7, and then 8 as needed).
 - d. Level of functioning does endanger physical functioning (not able to respond, passing out, comatose). Call 911. Use InformaCast to get needed assistance (medical emergency responders).
 - e. Notify a supervisory staff that 911 was contacted.
5. Discusses with individual the staff person's responsibility to inform law enforcement if staff witnesses an intoxicated/impaired individual attempting to drive from session.
6. Offers use of telephone/phone book, etc., to allow individual to arrange safe transportation from session.
7. Schedules a future appointment with the individual, in writing, if appropriate.
8. Informs appropriate law enforcement agency of the individual's attempt to drive from session while intoxicated/impaired without specific individual identification.
9. Documents interaction clearly in the individual case record, specifically including the following information:
 - a. Who contacted law enforcement
 - b. Which law enforcement agency was contacted
 - c. Identity of the law enforcement person contacted; and
 - d. Time contact occurred
10. Completes an incident report in OASIS (SCCCMHA form #057 in the Form Index).

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VI. REFERENCES:

A. CARF (This administrative procedure is a CARF requirement.)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 11/97, 11/99, 10/01, 10/03, 10/05, 10/07, 10/09, 08/11, 01/13, 01/15, 07/16, 09/17, 09/18, 09/19, 01/21, 03/21, 03/22.