

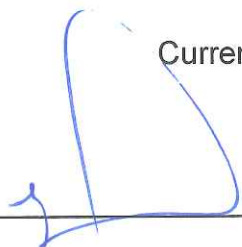
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Chapter: **UTILIZATION AND ACCESS MANAGEMENT**  
Title: **CMHSP GENERAL FUND WAITING LIST**

Prior Approval Date: N/A  
Current Approval Date: 05/15/2015

Approved by: \_\_\_\_\_  
Executive Director

  
Date 05/15/15

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**I. Abstract**

It is the practice of Macomb County Community Mental Health (MCCMH) to establish standards and procedures for maintaining a waiting list for individuals not eligible for Medicaid or MICHild who request community mental health services but cannot be immediately served due to insufficient general funds.

**II. Application**

This policy shall apply to MCCMH Access Center and Administrative staff serving individuals who request community mental health services.

**III. Policy**

MCCMH shall establish and maintain a waiting list for community mental health services when available general funds are insufficient to provide mental health services to all individuals who request services in accordance with the Michigan Mental Health Code, applicable Administrative Rules, the current MDHHS-CMHSP Managed Mental Health Services and Supports Contract, and MDHHS 2011 Technical Advisory for Establishing and Managing a General Fund Waiting List.

#### IV. Definitions

A. **Developmental Disability**

Means either of the following:

- (a.) If applied to an individual older than 5 years of age, a severe chronic condition that meets all of the following requirements:
- i. Is attributed to a mental or physical impairment or a combination of mental and physical impairments.
  - ii. Is manifested before the individual is 22 years old.
  - iii. Is likely to continue indefinitely
  - iv. Results in substantial functional limitations in 3 or more of the following areas of major life activity:
    - A. Self Care
    - B. Receptive and expressive language
    - C. Learning
    - D. Mobility
    - E. Self-Direction
    - F. Capacity for independent living
    - G. Economic self-sufficiency
  - v. Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.
- (b.) If applied to a minor from birth to 5 years of age, a substantial developmental delay or a specific congenital or acquired condition with a high probability of resulting in developmental disability as defined in subsection (a) if services are not provided.

B. **Emergency Situation**

Means a situation in which an individual is experiencing a serious mental illness or a developmental disability, or a minor is experiencing a serious emotional disturbance, and 1 of the following applies:

- a. The individual can reasonably be expected within the near future to physically injure himself, herself, or another individual, either intentionally or unintentionally.
- b. The individual is unable to provide himself or herself food, clothing, or shelter or to attend to basic physical activities such as eating, toileting, bathing, grooming, dressing, or

ambulating, and this inability may lead in the near future to harm to the individual or to another individual.

- c. The individual's judgment is so impaired that he or she is unable to understand the need for treatment and, in the opinion of the mental health professional, his or her continued behavior as a result of the mental illness, developmental disability, or emotional disturbance can reasonably be expected in the near future to result in physical harm to the individual or to another individual.

C. **General Funds**

The general funds which are appropriated by the Legislature from Michigan tax revenues to provide mental health services for persons who are not Medicaid beneficiaries.

D. **Priority**

Means preference for and dedication of a major proportion of resources to specified populations or services. Priority does not mean serving or funding the specified populations or services to the **exclusion** of other populations or services. Pursuant to Section 330.1208(3) of the Mental Health Code, services shall be directed to persons with SMI, SED or DD with more serious conditions.

E. **Serious Emotional Disturbance - SED**

Means a diagnosable mental, behavioral or emotional disorder affecting a minor that exists or has existed during the past year for a period of time sufficient to meet diagnostic criteria specified in the most recent diagnostic and statistical manual of mental disorders published by the American Psychiatric Association and approved by the department and that has resulted in functional impairment that substantially interferes with or limits the minor's role or functioning in family, school, or community activities.

The following disorders are also included only if they occur in conjunction with another diagnosable serious mental illness:

- a. A substance abuse disorder
- b. A developmental disorder
- c. A "V" code in the diagnostic and statistical manual of mental disorders

F. **Serious Mental Illness – SMI**

Means a diagnosable mental, behavioral, or emotional disorder affecting an adult that exists or has existed within the past year for a period of time sufficient to meet diagnostic criteria specified in the most recent diagnostic and statistical manual of mental disorders published by the American Psychiatric Association and approved by the department and

that has resulted in functional impairment that substantially interferes with or limits 1 or more major life activities. Serious mental illness includes dementia with delusions, dementia with depressed mood, and dementia with behavioral disturbance but does not include any other dementia unless the dementia occurs in conjunction with another diagnosable serious mental illness. The following disorders are also included only if they occur in conjunction with another diagnosable serious mental illness:

- a. A substance abuse disorder
- b. A developmental disorder
- c. A "V" code in the diagnostic and statistical manual of mental disorders

**G. Waiting List**

Means a register of those individuals determined to be eligible for public mental health services but are not receiving services due to inadequate funding capacity. The list includes: type of service needed, program category, age, gender and length of time since initial request for service. The list must be in priority order according to severity and urgency of need.

**V. Standards**

**A. Medicaid or MICHild Beneficiaries**

MCCMH shall not place Medicaid or MICHild beneficiaries on waiting lists for any medically necessary Medicaid or MICHild service.

**B. CMHSP Purpose**

MCCMH shall provide a comprehensive array of mental health services appropriate to conditions of individuals who are located within its geographic service area, regardless of an individual's ability to pay.

**C. Individuals Experiencing an Emergency Situation**

MCCMH shall ensure that individuals in an emergency situation shall receive medically necessary services immediately. MCCMH never maintains a waiting list for individuals experiencing an emergency situation.

**D. Individuals Experiencing an Urgent Situation**

MCCMH shall provide services to persons in an urgent situation who have a serious mental illness, serious emotional disturbance or developmental disability to the extent general funds are available.

E. **Referral to Alternative Services in the Community**

In the event that general funds are insufficient to provide services requested by all individuals, MCCMH shall refer individuals, except for those in an emergency situation, to community resources to meet the individual's requested service needs.

F. **Priority Population**

When general funds are insufficient to provide services requested by all individuals, to the extent that the needs of individuals are not met by referral to community resources, MCCMH shall maintain a wait list of those individuals with the most severe forms of serious mental illness, serious emotional disturbance or developmental disability.

G. **Second Opinion**

All individuals who have been denied services may request a second opinion of the executive director.

H. **Waiting List**

In the event that an individual continues to request services after a referral to alternative services in the community, MCCMH shall maintain a waiting list for priority populations.

1. MCCMH shall employ a defined process for placing and prioritizing applicants and consumers on a waiting list.
2. MCCMH shall contact and follow up with individuals on a waiting list at regular intervals.

I. **Reporting**

MCCMH shall report, as applicable, its waiting list data to MDHHS as part of its annual plan submission report.

**VI. Procedures**

- A. A defined wait list procedure shall be maintained in the MCCMH Access Manual.

**V. References**

- A. Michigan Admin. Rules R330.2811;
- B. Michigan Mental Health Code including MCL 330.1124, 330.1206, 330.1208
- C. Current MDHHS-CMHSP Managed Mental Health Services and Supports Contract;
- D. MDHHS 2011 Technical Advisory for Establishing and Managing a General Fund Waiting List.