

*(was MCCMH Policy 2-01-020)*

Chapter: **CUSTOMER RELATIONS / MEMBER SERVICES**  
 Title: **COLLABORATIVE COMMUNITY PLANNING**

Prior Approval Date: N/A  
 Current Approval Date: 8/20/02

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

## **I. Abstract**

This policy establishes the standards of the Macomb County Community Mental Health Board (MCCMH) for coordination and collaboration between MCCMH and other human service agencies for mental disability prevention services.

## **II. Application**

This policy shall apply to all directly-operated and contract network providers of the MCCMH Board.

## **III. Policy**

It is the policy of the MCCMH Board that coordination and collaboration shall be fostered between MCCMH and other human service agencies, for mental disability prevention, substance addiction prevention and other prevention services.

## **IV. Definitions**

- A. **Macomb County Human Services Coordinating Body (HSCB)**  
 An organization comprised of Macomb County's publicly-funded human services department directors along with its committees, workgroups, and subcommittees. HSCB executive group members share information about their respective agencies and programs, determine local prevention priorities, and appoint work groups to study key issues and prepare action plans with recommendations for inter-agency action. The HSCB executive group reviews and sanctions work group and committee recommendations and provides oversight for the projects of collaborating agencies.
- B. **MCCMH/HSCB Liaison**  
 The Policy Management (PMD) Division Director who assists the Executive Director in HSCB related planning and activities and who oversees the work of the MCCMH Prevention Coordinator.

C. MCCMH Prevention Coordinator  
The MCCMH PMD staff member who

1. Staffs the HSCB and provide technical assistance to HSCB workgroups;
2. Functions as a local “prevention clearinghouse”, keeping interested persons current on prevention models, resources, trends, funding opportunities, etc.;
3. Assists in the development of funding proposals;
4. Develops materials (reports, directories, etc.); and
5. Assist in the development of MCCMH prevention services capacity.

**V. Standards**

A. Purpose of the Macomb County HSCB

The Macomb County department directors which comprise the HSCB executive group shall, to the extent resources allow, participate in a written interagency Service Assurance Agreement to more effectively plan, provide, and coordinate services offered to Macomb County residents.

The HSCB, generally, serves as a resource to the County Commissioners, other designated bodies, public and private community-based organizations, and other community groups in the development of more integrated and efficient policies and services affecting the County’s human services network.

In carrying out its Service Assurance Agreement, the HSCB is primarily concerned with the assurance of appropriate prevention services and coordination of service delivery to residents of Macomb County including:

1. Interagency prevention and service intervention planning to meet the needs of unserved/underserved residents.
2. Interagency cooperation on the design and development of funding proposals for needed prevention or service intervention programs.
3. Enhancement of effort and efficiency, reducing fragmentation and assuring a collaborative approach to human service delivery, both in the prevention and service intervention areas.
4. Striving to develop interagency communication, networking, and sharing of information to promote appropriate delivery of services either in the prevention or service intervention areas.

**B. Composition of the Macomb County HSCB**

The HSCB is comprised of an executive group, workgroups, committees and subcommittees. Membership on the Human Services Coordinating Body executive group shall be comprised of the Executive Directors of local public human service departments or their permanent designees. Core group membership consists of the Executive Directors or permanent designees of those public human service departments that initially entered into the Service Assurance Agreement. Other public human service agencies are added to the HSCB executive group and may become members by agreement of the member agencies.

**C. Lead Agency Responsibilities of MCCMH**

MCCMH is designated Lead Agency for the HSCB executive group. The Lead Agency responsibilities of MCCMH are:

1. To have its Executive Director serve as chairperson of the executive group, taking the HSCB through the meeting agenda,
2. To facilitate all HSCB executive group meetings through the mailing of the agenda and coordination of other material dissemination and/or meeting arrangements; and
3. To ensure professional and clerical staff support to the activities of the HSCB executive group.

**D. HSCB Member Agency Responsibilities**

Member agencies of the HSCB agree to participate as follows in its activities:

1. Each member agency Executive Director agrees to serve on the HSCB executive group. Permanent Director designees will only be permitted as a consistently identified alternate that can speak for the Director in his/her absence.
2. Each member agency agrees to take lead responsibility for any agenda item(s) at the HSCB executive group meeting that is a primary initiative of that agency. Where two (2) or more agencies share primary responsibilities for the HSCB agenda item(s), the HSCB will designate one of the member agencies as Lead Agency to coordinate work on the item(s).
3. Each member agency of the HSCB executive group agrees to assign staff representatives from that agency to participate on work groups and/or committees established by the HSCB for a given task(s).
4. Each member agency agrees to provide professional staff and clerical staff support to work groups and committees for which that member agency has been designated Lead Agency to coordinate the activities of that work group or committee.

E. MCCMH Collaborative Community Planning Responsibilities as a PHP

1. Coordination of services for consumers receiving or needing multi-departmental services, including case management, supports coordination, and ancillary services.

**VI. Procedures**

A. MCCMH Executive Director

6. As a member of the HSCB executive group, the MCCMH Executive Director shall participate in and facilitate the activities of the HSCB executive group and assign the MCCMH/HSCB Liaison and the MCCMH Prevention Coordinator as staff support for its activities.
7. Ensure that coordination regarding mutual consumers is occurring between MCCMH and its provider network, and primary care physicians.

B. MCCMH/HSCB Liaison (PMD Director)

The MCCMH/HSCB liaison shall:

1. Assist the Executive Director in the planning and activities related to the HSCB; and
2. Oversee the work of the MCCMH Prevention Coordinator.

C. MCCMH Prevention Coordinator

The Prevention Coordinator shall:

1. Provide staff services to the HSCB executive group and to designated HSCB work groups;
2. Prepare materials, letters, documents, and reports as requested;
3. Facilitate communication between HSCB executive group members;
4. Provide liaison between the HSCB executive group and any HSCB work groups;
5. Provide technical assistance in the design/development of funding proposals;
6. Report monthly to the MCCMH/HSCB liaison (PMD Director) regarding ongoing HSCB related activities.
7. Report quarterly to the MDMH grants manager regarding planning and implementation issues;
8. Maintain records for evaluation; conduct evaluation as required by MDCH; and

9. Participate in periodic state level meetings and training activities.

The Prevention Coordinator shall not be used for staffing, planning or coordination of treatment services.

**D. Macomb County HSCB**

1. The HSCB executive group shall meet on a regular basis as agreed upon by its member agencies.
2. Actions of the HSCB shall be approved by consensus of member agencies of the executive group.
3. Work groups or committees of the HSCB may be formed to work upon specific service or policy issues and make recommendations to the HSCB executive group.
4. The HSCB executive group may establish an annual "working agenda" of priority interagency prevention or service delivery issues or public policy concerns to be addressed. This working agenda is not intended to limit the scope of work of the HSCB. Other prevention, service or policy issues, concerns or initiatives may also be worked upon by the HSCB through the course of the year as need dictates within the community.
5. HSCB member agencies are encouraged to bring copies of information to HSCB executive group meetings that promote coordination, collaborative efforts, or generally broaden the information base of its members.
6. Meeting minutes of the HSCB executive group will note absences. Agenda/meeting minutes will be taken and shared as appropriate.
7. HSCB-related disputes between or among HSCB executive group members shall be brought to the attention of the HSCB Chairperson, or designee if the dispute involves the Chairperson. If the Chairperson or designee is unable to informally resolve the dispute within fifteen (15) days, the Chairperson or designee shall select a member who is impartial to the dispute to mediate and assist in dispute resolution between or among the relevant parties. Disputes which remain unable to be resolved to the mutual satisfaction of all parties after thirty (30) days of such attempted resolution by the mediator shall be brought by the Chairperson or designee before the HSCB executive group for review and resolution. Decision of the HSCB executive group shall be final.
8. HSCB member agencies agree to participate as feasible in the voluntary fee participation schedule for HSCB related projects.
9. The HSCB executive group shall provide information to the MCCMH Board outlining HSCB annual achievements in the area of prevention services. Copies of this report shall also be disseminated to the Chairperson of the Macomb County Board of Commissioners.

**VII. References / Legal Authority**

- A. MCL 330.1208; MSA 14.800(208)
- B. 1987 MDMH Administrative Rules, R 330.2005(h); 330.2014
- C. MDMH Guideline on "Prevention Services," 02-R-2007/GL-01 (7-21-87)
- D. MDCH - MCCMH Managed Specialty Supports and Services Contract, 10/1/00 - 9/30/02, §4.9.2

**VIII. Exhibits**

- A. None.