

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## **CLINICAL POLICY**

**NUMBER: BC020**

**NAME: RELEASE FROM SKILL BUILDING PROGRAMS**

INITIAL APPROVAL DATE:	06/25/1996	BY: SCCMHA Board
(LAST) REVISION DATE:	07/27/2023	BY: Policy Committee
(LAST) REVIEW DATE:	08/15/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### **I. PURPOSE**

To provide uniform direction to staff regarding actions taken when releasing individuals from Skill Building programs.

### **II. APPLICATION**

Populations: All individuals who attend a Skill Building program  
Programs: All Direct programs

### **III. POLICY**

It is the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) that individuals who attend Skill Building programs and who require supervision to access the community as identified in their IPOS, may be released from program to:

- Their legal guardians;
- Designees for whom the guardian has provided written or witnessed verbal permission;
- To a transportation option identified in collaboration with the home;
- To law enforcement officers; or
- To the individual's Care Manager/Supports Coordinator and/or other agency staff.

### **IV. DEFINITIONS**

None

### **V. STANDARDS**

1. Individuals who attend Skill Building programs are usually transported to program by home staff or Sanilac Transportation Corporation (STC) and are released to the same at the completion of the program day. The individual may also be released to alternative program staff such as Community Living Services staff.
2. On some occasions it is necessary for the home/guardian to make alternative transportation arrangements for the individual. In these cases, the guardian or the home staff may call the appropriate Program site and request that the individual be released to the alternative transportation option.
3. When the guardian wishes to have the individual released to a person not connected with the transportation service, it will be necessary for the guardian to provide signed or witnessed verbal permission. The guardian will provide the name of the person and the conditions under which the individual can be released to him/her. This request must be made at least 24 hours prior unless it is an emergency situation.

### **VI. ATTACHMENTS**

### **VII. REFERENCES**