

Yolo County Local Mental Health Board Program Committee Site Visit Guide

PURPOSE

Site visits provide an opportunity to “review and evaluate the community’s mental health needs, services, facilities and special problems”. (*Statutory Duties: WIC 5604.2*)

The purpose of this guide is to identify and evaluate behavioral health programs and services in Yolo County and identify areas of successes, opportunities for improvements and gaps to access to treatment. Findings and recommendations are presented to the Yolo County Local Mental Health Board by the Program Committee.

PROCEDURE

1. The Local Mental Health Board (LMHB) Administrative Liaison provides current facilities lists on an annual basis to be reviewed by the Program Committee. These lists will include both county run services and contracted services.
2. The Program Committee, with input from the LMHB, chooses which sites to visit and provides this list to the LMHB Administrative Liaison. Note: Additional sites can be considered throughout the year at the request of LMHB members and approval by the Program Committee.
3. The program Committee identifies targeted months that site visits could be held and canvasses which board members are available during those months. The Program Committee Chair then develops the schedule of annual site visits.
4. The site visit schedule for each year will be distributed during a LMHB meeting by the Program Committee Chair and posted to the LMHB webpage (listing the Program Committee Chair as main contact).
5. LMHB Administrative Liaison will provide (to Program Committee Chair):
 - a. Site Contact (name/email/phone)
 - b. Current Contract (to include Scope of Work and Budget) Information (to Program Committee).
 - c. Copies of recent reports to the Yolo County HHSA BH Division (if any).
6. The Program Committee Chair will contact the Facility/Program contact to schedule the site visit. The coordination will be managed by the program Committee.
 - a. The “Facility/Program Form” *Pre-Visit Questionnaire* section (sent to Facility/Program contact by Program Committee Chair) is to be completed prior to the visit by facility/program staff via phone or email. Note: the contractor is given the form for informational purposes. Contractors are welcome to offer information in advance if desired.
 - b. Prior to the visit the Program Committee Chair will share all information with the Program Committee and prepare for the site visit.
7. After conducting the site visit, the Program Committee Chair will conduct a debriefing at the next Program Committee meeting and provide the Program Committee’s completed findings and recommendations in a compiled “Facility/Program Observation Report” to the LMHB Chair and the Administrative Liaison to be included for review as an agenda item at the next LMHB meeting.
8. Concerns raised from site visits by the Program Committee should be addressed by the Mental Health Director and/or HHSA BH Division staff with follow-up information reported to the LMHB for inclusion in the LMHB Annual Report.