



# Monterey County Behavioral Health Policy and Procedure

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| <b>Policy Number</b> | 414   |
| <b>Policy Title</b>  | Placement Procedures For Voluntary Consumers                              |
| <b>References</b>    | None  |
| <b>Form</b>          | None  |
| <b>Effective</b>     | August 30, 1988<br>Revised: January 3, 1992<br>Revised: September 1, 2008 |

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## Policy

Case Management staff in Adult Services will assist in the placement of voluntary Adult Services consumers who demonstrate an inability to manage their own household independently and for whom they feel out-of-home placement is required.

## Procedure

The following guidelines are to help in determining the most appropriate level of care. Please see Policy 412, Determination of Appropriate Level of Care for Public Conservatees or Voluntary Consumers for definitions of levels of care.

1. It is customary to show the voluntary consumers one to three different boards and care or other types of facilities (whichever may be the appropriate level of care).
2. Case Managers and the consumer choose the most appropriate level of care and the facility that would best suit his/her needs.
3. Case Managers, consumers and the facility operator then sign the placement package agreement, agreeing that they will reside in the facility for a set rate or amount of money per month. The agreement also outlines the duties and responsibilities of both the consumer and the facility operator.
4. The Case Manager makes sure that the consumer has the appropriate funds to cover cost of facility care.
5. Consumers must be Monterey County residents.
6. If the client has a representative payee status, consult with representative payee person responsible for the consumer, before doing any moving of the consumer. The consumer signs the admission agreement.
7. The Adult Services staff will not place private Conservatees. Staff is available, however, for consultation purposes with the private conservator.