



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT ADULT TARGETED CASE MANAGEMENT SERVICES (ATCMS) AND COMMUNITY REINTEGRATION OF MENTALLY ILL OFFENDERS (CROMIO) CLIENT ACTIVITY FUND (INTERIM POLICY/PROCEDURE)	POLICY NO. <p style="text-align: center;">410.2</p>	EFFECTIVE DATE <p style="text-align: center;">06/01/00</p>	PAGE <p style="text-align: center;">1 of 2</p>
APPROVED BY:  Director	SUPERSEDES	ORIGINAL ISSUE DATE	DISTRIBUTION LEVEL(S) <p style="text-align: center;">1</p>

PURPOSE

- 1.1 To establish guidelines for the administration of the Board-approved (Fiscal Year 1999-2000 et al) Adult Targeted Case Management Services (ATCMS) and Community Reintegration of Mentally Ill Offenders (CROMIO) Client Activity Fund (CAF). The Client Activity Fund is to be used by ATCMS and CROMIO case managers for the benefit of ATCMS and CROMIO clients receiving services through the Department of Mental Health (DMH) directly-operated ATCMS and CROMIO programs. The funds will be used to reimburse case managers for occasional out-of-pocket expenses, such as client meals, to celebrate achievement of goals or as necessary during placement visits or other case management activities; emergency overnight lodging; client transportation in emergencies; and positive reinforcements.
- 1.2 To strengthen and enhance the therapeutic engagement process with this treatment-resistant, high-utilizing population. A strong client/case manager relationship is vital to building trust, a key component of the therapeutic alliance. Strengthening the therapeutic relationship facilitates the process of linkage to and maintenance of the client in community-based services.
- 1.3 To provide guidelines for reimbursement from the Client Activity Fund, to case managers for out-of-pocket expenses, not to exceed a per-client (individually or aggregated, as determined by each Service Area ATCMS Team, or in the case of CROMIO clients, by the Program Manager) annual maximum as determined by the Department.

POLICY

- 2.1 Reimbursements to ATCMS and CROMIO case managers from the Client Activity Fund, including, but not limited to, food purchases, are authorized from County General Funds (CGF) only. Therefore, in the context of ATCMS and CROMIO, this policy overrides Policy No. 410.1 and allows reimbursement to ATCMS case managers for food or meals provided to ATCMS and CROMIO clients.
- 2.2 All reimbursements to case managers from the Client Activity Fund, including, but not limited to, the provision of food or meals will be considered:



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- 2.2.1 To be related therapeutic costs and will be treated as a cost not driven by unit of service.
- 2.2.2 As subject to allocation in determining cost per unit of service.
- 2.3 Client Activity Fund expenditures will be captured in unique Minor Object Codes for ATCMS and CROMIO.

BACKGROUND

- 3.1 Empirical data demonstrates a correlation between client satisfaction with service and client outcomes. As the client resides and receives services in the community, a strong therapeutic alliance by the case manager with clients enhances the clients' quality of life, reduces recidivism, and lowers the high cost of long-term or frequent hospitalizations when clients are motivated to participate in their treatment plan. The value of the Client Activity Fund is that it reimburses case managers for expenditures incurred during the establishment and maintenance of the therapeutic alliance and enhances clients' ability to remain in the community.

PROCEDURE

- 4.1 Reimbursement for all allowed expenditures by directly operated ATCMS and CROMIO case managers will be submitted on the Department's Petty Cash Form, with original receipts attached. For ATCMS, the ATCMS Service Area Coordinator will be the first level of approval, and for CROMIO, the Program Supervisor will be the first level of approval, and will assure that expenditures are linked to clients.
- 4.2 Such approved Petty Cash Forms, with original receipts attached, will be forwarded, for ATCMS, by the ATCMS Service Area Coordinator to the Departmental ATCMS Coordinator, and for CROMIO, by the Program Supervisor to the Program Manager, for second-level approval, then forwarded to Accounting for payment.
- 4.3 Accounting will maintain costs in the ATCMS and CROMIO unique Minor Object Codes.

AUTHORITY

Department of Mental Health Policy