

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1101
		Original Date	05/16/1983
	Department: Social Services	Revised Date	07/09/2015
	Scope of Social Services		

POLICY:

Social Services shall be provided to all residents of the Center under a clearly defined plan of care. Social Services will assist residents to adjust to the social, emotional, economic and treatment aspects of their illness.

PROCEDURE:

1. All residents shall receive social services to meet their individual needs as follows:
 - A. Admission/Discharge Planning: Residents shall be admitted, transferred or discharged consistent with Department of Public Health & Human Services and facility policy. All discharge plans will be coordinated with the following individuals; physicians, Care Plan Review Team, responsible family member or guardian and appropriate community agencies. Discharge plans will be established at time of admission and reviewed at least quarterly.
 - B. Advocacy Services: Review all rights, rules and regulations and grievance procedures with each resident at the time of admission. Presentations are made at Resident Council regarding these advocacy rights issues.
 - C. Patient Care Planning: Serve as a member of the Care Planning Team and will assist in the development of a plan of care that has specific problem, goals and interventions for identified areas of psychosocial needs.
 - D. Family Contact: Assist each resident, in maintaining contact with family, or significant other. Contacts in coordination with nursing services will also be made with family and/or guardian when the residents condition changes. The degree of family contact by visit, mail or phone will be monitored.
 - E. Resource Development and Management: Assess the financial needs of each resident at time of admission and determine if resources are adequate to meet personal needs. Where need is present, each resident shall be assisted with money management, budget planning and development and explanation of the department billing process and resident’s accounts services available.

Scope of Social Services

- F. Community Resource Referrals: At time of identified need or in conjunction with Care Plan recommendations, referrals will be made to community resources.
 - G. Supportive Services on an Individual or Group Basis: Provide short term counseling to residents in the areas of crisis intervention; adjustment to changes in physical, mental or environmental conditions, placement in the facility, financial problems, family concerns, or discharge planning.
2. The facility Social Worker shall serve in the following areas of responsibility, to develop and enhance social services to residents:
- A. Admission Committee: As a member of this committee, the Social Worker will evaluate the needs of the individuals referred in relation to the capacity of the Center to meet these needs.
 - B. Care Plan Review Committee: The Social Worker will complete a Social History: Any special needs areas will be identified that will be resolved through social service intervention. These problems, goals and interventions will be entered on the plan of care for each resident where services are needed. This plan will be updated at least quarterly.
3. The following documentation shall be completed for each resident in the clinical record:
- A. A social-emotional assessment and plan of care to be updated quarterly.
 - B. A written discharge plan in the Progress Notes shall include, but not limited to the following; date and time of discharge, reason for discharge, living arrangements and referrals for service.
 - C. Changes in behavior, family/guardian contacts including room changes, changes in medical conditions, restraints, involuntary medications &/or commitment proceedings.
 - D. Record of any referrals made to an outside resource, agency or individuals.
 - E. Mental Health Commitments and Guardianship proceedings.