

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	
WRITTEN BY Lynn A. VanNorman, B.S. Supervisor		REVISED BY Jacklyn Shillinger, BA, QI Coordinator	AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC, CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) provides a skill-building program for individuals with developmental disabilities called Stepping Stone.

STANDARDS:

- A. Skill building assistance consists of activities identified in the participants' Individual Plan of Service (IPOS). The activities assist persons served with increasing self-sufficiency and engaging in meaningful activities.
- B. The following are the expected outcomes for the participants of Stepping Stone as defined in their IPOS:
 1. Community Integration
 - a. Participating in local activities and events with fellow community members, with transportation provided through program vehicles and the local bus authority
 2. Independence

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	

- a. Participating in activities supporting making choices, acquiring, retaining, or improving self-help skills.
- 3. Productivity
 - a. Meaningful activities in the community create potential opportunities for ongoing employment or volunteer work.
- 4. Social Skills
 - a. Making friends and developing relationships within a safe and healthy environment.
- 5. Improved Overall Health
 - a. Person served has a decrease in symptomatology and an increase in physical fitness and healthy living skills.
- C. Stepping Stone staff ensures daily activities are provided to meet the outcomes of the participants as written in their IPOS

PROCEDURES:

- A. Entry/Re-entry Criteria:
 - 1. If an individual meets the eligibility criteria listed below, the primary case holder makes a referral to Stepping Stone's supervisor. An individual is not denied admission to Stepping Stone if the person-centered team determines placement is appropriate.
 - a. Individual must have an open case with LCCMH.
 - b. Individual must have a developmental disability as defined in the Michigan Mental Health Code.
 - c. Service must be determined to meet Medical Necessity Criteria as defined by Michigan Department of Health and Human Services according to the Region 10 PIHP Customer Handbook.

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	

- d. Service has been identified during the person-centered planning process.
- e. Stepping Stone must be the least restrictive environment which provides the most integrated skill building activities meeting the individual's needs and desires.
- f. Individual has expressed need related to the acquisition, retention, or improvement in self-help, socialization, and adaptive skills; they are experiencing emotional, behavioral, or adaptive deficits preventing them from maximized integration into the community.
- g. Individual is not currently eligible for services provided by the Intermediate School District where the individual resides or by Michigan Rehabilitation Services (MRS).
- h. Interventions utilized include but are not limited to sensory integration, adaptive equipment to increase independence in Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL).
- i. Interventions are monitored through the Quality Improvement Plan, individual data gathering, Behavioral Assessments and IPOS monitored by the case manager.

B. Transition/Discharge/Exit Criteria:

- 1. Completed with the person served, their family or legal guardian, or other representative the person served chooses during the person-centered planning process and is a part of the IPOS. Transition planning provides the person served with opportunities to explore options for growth and community integration and connects them with resources to facilitate growth and integration.

The following is the criteria for an individual to be discharged from Stepping Stone:

- a. Individual no longer has an open case with LCCMH.
- b. Individual elects to retire or demonstrates an unwillingness to participate in skill building activities.

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	

- c. There is significant clinical evidence the individual no longer benefits from the skill building services.
- d. The individual has achieved their goal and desires to transition to a less restrictive treatment or support setting, including natural support settings.
 - i. A written transition plan is prepared to ensure a seamless transition. The written plan includes:
 - 1. Progress in movement toward wellbeing.
 - 2. Gains achieved during program participation.
 - 3. Other types of services and supports needed.
 - 4. Referral information such as contact names and telephone numbers, and information on the continuity of medications when applicable.

C. Staff Capacity

- 1. Includes a clinical supervisor and direct services paraprofessional staff.

D. Supervision

- 1. Stepping Stone paraprofessionals are provided supervision by a master level clinician whose profession is relevant to the services provided. The clinical supervisor reports to the Chief Clinical Officer.

DEFINITIONS:

Activities of Daily Living (ADL): Self-care tasks to take care of oneself, including feeding/eating, toileting, selecting proper attire, grooming, dressing, maintaining continence, bathing, oral care, walking, transferring, and climbing stairs.

Instrumental Activities of Daily Living (IADL): More complex skills needed to live independently. These may include managing finances, shopping, preparing meals, using the telephone and other communication devices, managing medications,

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 85
SECTION Clinical and Support Services		DESCRIPTION Stepping Stone/Skill Building Assistance Program	

housework, laundry, and basic home maintenance. Handling transportation may include driving or navigating a public transit system.

REFERENCES:

Michigan Mental Health Code
Michigan Department of Health and Human Services
Region 10 PIHP Customer Handbook

JS

Supersedes #10/08050 dated 10/20/2008