

KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

ADMINISTRATIVE PROCEDURE 44.01_02

Subject: Health Care Education		Section: Psychiatric Services	
Applies To: <input checked="" type="checkbox"/> KCMHSAS Staff <input checked="" type="checkbox"/> KCMHSAS Contract Providers			Page: 1 of 2
Approved: ----- (Jeff Patton, Chief Executive Officer)			
Revised: 05/09/2012	Supersedes: 02/02/2009	First Effective: N/A	

PURPOSE

To outline the process for meeting the health care education needs of persons served by KCMHSAS.

DEFINITIONS

Health Care Education

Individualized instruction in the knowledge, skills and/or behaviors required to meet ongoing health care needs and provided in ways that are understandable to the individuals and their support system.

PROCEDURE

- I. Health care education will be supplied by KCMHSAS staff and be individualized to meet the specific health care needs of the person receiving services as identified by Case Management (CM), Family Supports Coordinators (FSC) or Supports Coordinators (SC) according to the person centered planning process. The goal of this education is to improve individual health outcomes by promoting healthy behavior, appropriately involving the people involved in the recovery process to participate in health related services and care decisions, and to educate home staff regarding appropriate medical techniques to improve or maintain the individual's optimum level of health and independent functioning.

II. NEED IDENTIFICATION, REFERRAL, AUTHORIZATION AND ASSIGNMENT OF KCMHSAS STAFF

- A. The need for health care education may be identified by anyone involved in care at any step of the assessment process or at any time during ongoing services.

III. PREPARATION FOR THE EDUCATIONAL EVENT

- A. The educator may find it necessary to research the subject if they are not familiar with Best Practice Guidelines and recommended interventions.

IV. COMPLETION OF THE EDUCATIONAL EVENT

- A. Teaching interventions are tailored to meet the specific health care need of the individual, and may include:
1. Formal teaching/in-service offerings.
 2. Informal teaching opportunities.
 3. Demonstration of the skill to be learned by the professional with adequate return demonstration by the learner(s).
 4. Group teaches solutions for wellness group program.
- B. Whenever appropriate, instruction is provided regarding:
1. Safe and effective use of medication, in accordance with legal requirements and individual needs.
 2. Safe and effective use of medical equipment or supplies.
 3. Potential drug-food interactions and nutrition intervention or modified diets.
 4. Habilitation or rehabilitation techniques to facilitate adaptation to or functional independence in the environment.
 5. Basic safety.
 6. Access to available community resources.
 7. Resources available to meet the individual's identified needs.
- C. The educational event will be documented in progress note format, and the educator will complete the process by signing, credentialing and dating the document. The original progress note will be forwarded to the Primary Clinician for inclusion in the clinical file. Copies of the educational event documentation may also be forwarded to the members of the treatment team, home staff or required others, and the individual served and their designees.