	Special Evaluation Requests			
	<b>Chapter:</b>	Board Service and Program Administration	<b>Policy #</b>	2-2-12
	<b>Section:</b>	Assessment, Service Planning and Documentation	<b>Revision #</b>	4

- I. **PURPOSE:** To define the role of West Michigan Community Mental Health regarding responding to requests for examinations, determinations, and/or assessments for purposes outside of the scope of behavioral health treatment services.
- II. **APPLICATION:** All programs and services operated by or contracted with the West Michigan Community Mental Health.
- III. **REQUIRED BY:** Not applicable.
- IV. **DEFINITIONS:**

**Bariatric Surgery Evaluations:** Psychological evaluations requisite to bariatric surgery serve verify psychological competence and identify psychosocial factors that may aid or inhibit successful weight loss outcomes. These are often required by physicians prior to providing the surgery.

**Comfort/Emotional Support Animal:** Animals of any kind that are used for comfort or support of an individual but may not be necessarily trained to perform a task for a person with a disability.


**Driver's License Renewal for OWI/Operating While Intoxicated:** OWI is an acronym that stands for operating while intoxicated. Michigan uses this term instead of DUI. State of Michigan law states that a driver is guilty of operating while intoxicated if they are found to have consumed an intoxicating beverage, or other substance sufficient to impair their normal mental faculties. The State of Michigan requires that SOS Form – 258 be completed by a professional as part of a Substance Abuse Evaluation to be included with their license appeal application.

**Gender Reassignment Intervention Evaluations:** Psychological evaluations to approve such interventions are required. Evaluations serve to verify psychological competence and identify psychosocial factors that may aid or inhibit successful outcomes. These are often required by physicians prior to providing interventions such as gender hormone therapy and gender re-assignment surgery.

**Mental Fitness for Employment:** Employers may request that candidates for employment or existing employees are evaluated for mental health fitness to hold and perform the related work.

**Other Requests:** Requests not listed above for evaluations or fitness to perform functions (for example exclusion from Jury Duty).

**Parental Rights/Competency:** As part of MDHHS child abuse/neglect investigation or monitoring process, there may be the request for a professional evaluation of the parents' competency to appropriately and safely parent the child to help inform the decision to terminate parental rights or to reunite children to their parents.

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	<b>Chapter:</b>	Board Service and Program Administration	<b>Policy #</b>	2-2-12
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Service Animal: Dogs that are individually trained to do work or perform tasks for the benefit of the individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the handler's disability.

SSI/SSD Disability Determination Evaluations: An Evaluation completed by a medical/behavioral health professional which is included in the application for disability with the Social Security Administration.

Violence Risk Evaluation for Readmission to Work/School: A work or school setting may require that an individual who has demonstrated risk factors for violence be evaluated by a mental health professional for an opinion on their fitness to return to work or school.

- V. **POLICY:** It is the policy of West Michigan CMH to respond to requests for examinations, determinations, and/or assessments for purposes outside the scope of behavioral health treatment services by referring individuals to community resources specifically trained for that purpose and conducting such evaluations when determined to be within the scope of behavioral health treatment services.


- VI. **PRODEDURES:**  
Below details the responses of WMCMH by evaluation type for common requests received. Requests for evaluation other than what is detailed below should be reviewed by the Clinical Oversight Committee for decision on whether WMCMH will provide the evaluation or refer to a community provider.

#### 1. Service Animal/Emotional Support Animal:

WMCMH response to requests: WMCMH does not provide assessments or opinions on this matter. It is outside the scope of training and services provided by the agency. Therefore, WMCMH will support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

#### 2. SSI/SSD Disability Determination Evaluations:

WMCMH response to request: WMCMH will not complete disability determination evaluations, rather WMCMH will support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

	Special Evaluation Requests			
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	<b>Section:</b>	Assessment, Service Planning and Documentation	<b>Revision #</b>	4

### 3. Violence Risk Evaluation for Readmission to Work/School:

WMCMH response to request: WMCMH will not complete these evaluations as the agency does not have the training nor validated tools to form an opinion, in addition, there is significant liability for this, and it is not in our scope of services. Rather, WMCMH will support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

### 4. Mental Fitness for Employment:

#### New Employment Evaluations:


WMCMH response to request: WMCMH will not complete these evaluations as clinical staff do not have the training nor validated tools to form an opinion, in addition, there is significant liability pertaining to this, and it is not within our scope of services. Rather, WMCMH will support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

#### Routine medical leave from work and return to work evaluations for behavioral health concerns:

WMCMH response to request: WMCMH will complete these evaluations as requested for active consumers as it is within the scope of supporting the individual during the treatment process. In situations where there is determined high risk related to return to work (heavy machinery, weapons, etc.), situations are to be reviewed by the Clinical Oversight Committee. WMCMH may also provide clinical documentation upon request from the consumer who has signed a Release of Information.

### 5. Driver's License Renewal for OWI/Operating While Intoxicated:

WMCMH response to request: WMCMH will not complete these evaluations as clinical staff do not have the training nor validated tools to form an opinion, in addition, there is significant liability pertaining to this and it is not within our scope of services. Rather, WMCMH shall support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

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## 6. Parental Rights/Competency:

WMCMH response to requests: WMCMH does not make recommendations regarding child placement or parental rights termination. If subpoenaed, WMCMH staff will provide relevant information on treatment (attendance, goals, progress or the lack thereof, etc.). If asked directly for an opinion on whether the child should be returned to the care of the parents, the reply should indicate that we have not completed a formal risk assessment pertaining to this question and doing so is out of the scope of our expertise and clinical practice. If staff are asked to provide answers to specific questions in a letter such as how much the child speaks with parents, whether the child talks about their abuse, etc, staff should send progress notes per our normal process and not provide that direct information in the letter.

MDHHS Child Welfare Services usually arrange for a specialty evaluation and/or the court orders it. WMCMH does not train clinical staff in the provision of these evaluations, and it is not a Specialty Medicaid covered benefit.

A rare exception may be when an adopted child needs residential placement as that is the responsibility of the Adoption Subsidy program. Medicaid is the payer of last resort, and if WMCMH has exhausted community options and the parent requests it, we may support the referral to adoption subsidy.


WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

## 7. Bariatric Surgery Evaluations:

WMCMH response to request: WMCMH will not complete these evaluations as clinical staff do not have the training nor validated tools to form an opinion, in addition, there is significant liability pertaining to this and it is not within our scope of services. Rather, WMCMH shall support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

## 8. Gender Reassignment Intervention Evaluations:

WMCMH response to request: WMCMH will not complete these evaluations as clinical staff do not have the training nor validated tools to form an opinion, in addition, there is significant liability pertaining to this and it is not within our scope of services. Rather, WMCMH shall support the consumer in exploring available community/external resources to meet the need and facilitate a referral to an appropriate individual or agency to meet the need. WMCMH may provide clinical documentation upon request from the consumer who has signed a Release of Information.

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### 9. Other Requests:

If other requests for evaluations are made, consultation with direct supervisor must be completed before releasing any correspondence from WMCMH.

### VII. **SUPPORTING DOCUMENTS:** None

### VIII. **POLICY/PROCEDURE REVIEW:**

REV#	APPROVED BY	Policy/Procedure	DATE
1	WMCMH Board	Policy	2/15/2022
2	COC	Procedure	5/24/2022
3	COC	Procedure	11/28/2022
3	COC	Annual Review	12/2023
4	COC	Procedure	11/2024
<b><i>Board Approval Date: 02/15/2022</i></b>			

### IX. **CHIEF EXECUTIVE OFFICER ENDORSEMENT:**

I have reviewed and approved of policy # 2-2-12 Revision # 4.

CEO: Lisa A. Williams      Approval Signature: \_\_\_\_\_