

DRAFT

COUNTY OF SANTA BARBARA
BEHAVIORAL WELLNESS COMMISSION
SITE VISIT GUIDELINES

PURPOSE

1. To provide an opportunity to “review and evaluate the community’s mental health needs, services, facilities and special problems”. (*Statutory Duties: WIC 5604.2*)
2. For the individual Commission Member to obtain an understanding and knowledge of individual programs offered by the county.
3. To provide a written and verbal report available to all Commission Members with sufficient detail to learn about that particular program.
4. To provide a written report to the Program Manager and the Behavioral Wellness Director.

POLICY AND PROCEDURE

1. Each Commissioner should participate in at least one site visit per year.
2. Site visits should be performed by at least 2 and a maximum of 4 Commissioners, however only one Commissioner will be the “Lead” and responsible for making contact with the Program Manager and reporting back to the Commission.
3. A current facilities list will be provided by the Commission Chair on an annual basis to include both county run services and contracted services.
4. Commissioners may choose which facilities they would be most interested in visiting, however the Chair must ensure that all program sites and facilities are visited.
5. It is preferable that Commissioners from separate Supervisorial Districts conduct visits together (ie - If the facility is in the 5th District, a commissioner from the 5th and on from the 1st Districts could visit the site.)
6. One month prior to the visit, the Lead Commissioner will send the Program Director a Pre-Visit letter (provided), then follow up with the Program Manager to establish a date and time for the visit.
7. While conducting the site visit Commissioners shall:
 - A. Wear appropriate business style attire.
 - B. Follow the questions on the Program Observation Report to obtain basic information. The form should not be given to the Program Manager to fill out.
 - C. Be mindful of confidentiality issues which may vary from alcohol and other drug treatment facilities compared to mental health facilities.
 - D. Remember that you are representing the entire Commission.
8. After conducting the site visit the Lead Commissioner will provide the completed Program Observation Report to the Commission Chair to be distributed to the entire Commission at the next general meeting.
9. The Commission Chair shall provide a copy of the Program Observation Report to the Behavioral Wellness Director.
10. Along with the written Program Observation Report, the Lead Commissioner’s verbal report should give the entire Commission a basic understanding of the program.