



County of Santa Barbara

Behavioral Wellness Commission

300 North San Antonio Road, Bldg. 3, Santa Barbara, CA 93110

TEL: (805) 681-5220 FAX: (805) 681-5262

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 and identify strengths and opportunities for improvements with a plan for follow-up where needed.
4. To provide a written report to the Program Manager and the Behavioral Wellness Director.

POLICY AND PROCEDURE

1. Remember that this is a friendly review, not an investigation.
2. Each Commissioner should participate in at least one site visit per year.
3. 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. If necessary, the Lead will be selected by the Commission Chair. Commissioners may accompany Behavioral Wellness Staff during their site reviews.
4. A current facilities list will be provided by the Commission Chair on an annual basis to include both county run services and contracted services. Copies of the contracts should also be made available.
5. 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.
6. It is preferable that Commissioners from separate Supervisorial Districts conduct visits together (i.e. - If the facility is in the 5th District, a commissioner from the 5th and one from the 1st District could visit the site.)
7. 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.
8. 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.
9. After conducting the site visit, the Lead Commissioner will provide the completed Program Observation Report to the Commission Chair and provide a verbal report to the entire Commission.
10. The Commission Chair shall provide a copy of the Program Observation Report to the Behavioral Wellness Director. The Commission Chair shall provide a copy of the report to Behavioral Wellness staff responsible for data collection.
11. Along with the written Program Observation Report, the Lead Commissioner’s verbal report should give the entire Commission a basic understanding of the program.
12. Pertinent data from all completed site visits shall be included in the BWC annual report to the Board of Supervisors.

Board of Supervisors

Das Williams - 1st District
Janet Wolf - 2nd District
Joan Hartmann - 3rd District
Peter Adam - 4th District
Steve Lavagnino - 5th District

Officers

Chairperson

Sharon Byrne – 4th District

Vice Chairperson

Alicia Journey - 2nd District

Members

Wayne Mellinger - 1st District
Jan Winter - 1st District
Rod Pearson - 1st District
Jeffery Moore - 1st District

Alicia Journey – 2nd District
Sharon Rumberger – 2nd District
Judy Blue – 2nd District
Ruth Ackerman – 2nd District

Tom Franklin – 3rd District
Vacant - 3rd District
Mary Richardson - 3rd District
Ciara Wong - 3rd District

Sharon Byrne – 4th District
Edwin Weaver – 4th District
Vacant - 4th District
Vacant - 4th District

John Truman – 5th District
Charles Huffines – 5th District
Ann Eldridge - 5th District
Vacant - 5th District

Program Administrator

Karen Campos

Governing Board

Das Williams -Member
1st District Supervisor

Web site:

<http://countyofsb.org/behavioral-wellness/>