



## 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

MM/DD/YYYY

Dear Program Director,

The County of Santa Barbara, Behavioral Wellness Commission (BWC) is charged with reviewing programs that are a part of the County's Mental Health and Drug and Alcohol system.

The purpose of the site review is:

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 or funded 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 Behavioral Wellness Director.

Here are the steps involved:

1. A member of the BWC will call you to schedule the review.
2. Once the date is set, the BWC will send you notices to post at your center to inform personnel and clients or parents of clients for programs serving children, that a site review will take place on the specified date.
3. On the day of the review:
  - A. Members of the BWC will come to your program and will meet with you to get some background information about your program.
  - B. The reviewer from BWC may want to interview a staff member or two about how the programs work.
  - C. Program Director or assignee will accompany BWC members on a tour of the facility.
  - D. The BWC members may also want to look at and review written policies and procedures.

#### **Board of Supervisors**

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Janet Wolf - 2<sup>nd</sup> District  
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#### **Officers**

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Vacant - 5<sup>th</sup> District

#### **Program Administrator**

Karen Campos

#### **Governing Board**

Das Williams -Member  
1<sup>st</sup> District Supervisor

Web site:

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



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The reviewer from BWC will write a summary based on the findings of the site review. The summary will be presented to the Behavioral Wellness Commission, Director of the Behavioral Wellness Department and a copy to the Program Director.

In the event you disagree with any of the findings or recommendations of the BWC, you'll of course have an opportunity to respond to the BWC and we urge you to do so.

We like to emphasize that this is a friendly review rather than an investigation. The reviews help us understand what's happening on the front lines of the mental health and drug and alcohol systems, which then adds immediacy and depth to the recommendations we make in our Annual Report to the Board of Supervisors.

If you have any questions about this review process, we'll be glad to answer them. Please feel free to call (name, phone number) at any time.

Sincerely,

Commission Member X