

3. Educators and/or representatives of education
4. Representatives of law enforcement
5. Any other organization that represents the interests of individuals with SMI and/or SED and their families

POLICY

It is the SOC to collaborate with Stakeholders to determine the appropriate uses of available MHSA funds through the use of an MHSA CPPP.

PROCEDURE

I. Community Program Planning Process (CPPP) Guidelines

- a. The MHSA Coordinator or designee shall be responsible for the coordination of all Program Administration, including the CPPP.
- b. The CPPP shall include the following:
 - i. Involvement of beneficiaries with SMI and/or SED and their family members in all aspects of the process
 - ii. Participation of Stakeholders
 - iii. Trainings will be offered to all Department staff, Stakeholders, beneficiaries, and beneficiaries' families who participate in the CPPP.
- c. The SOC will designate positions and/or units responsible for the following:
 - i. The overall CPPP
 - ii. Coordination and management of the CPPP
 - iii. Ensuring that Stakeholders have the opportunity to participate in the CPPP through Stakeholder meetings
 1. Stakeholder participation should include representatives of unserved and/or underserved populations and their family members and reflect the diversity of the community.
 - iv. Outreach to beneficiaries with SMI and/or SED and their family members to ensure the opportunity to participate.

- d. The SOC shall develop an MHSA Three-Year Plan and Expenditure Plan and update it annually, documenting the review process and explaining how all requirements were met.

II. Review and approval

- a. After the CPPP has been completed, the SOC shall conduct a local review process prior to submission that includes:
 - i. A public circulation and comment period of the draft plan for at least 30 calendar days; and
 - ii. A copy of the draft MHSA Three-Year Plan and Expenditure Plan or Annual Update, given to representatives of stakeholders' interests and any other interested parties who requested the draft. This includes posting on the SOC website www.placer.ca.gov/2179/Mental-Health-Services-Act.
- b. The mental health board shall conduct a public hearing at the close of the public comment period and produce the following documentation:
 - i. Documentation that a public hearing was held by the local health board, including the date of the hearing
 - ii. A summary and analysis of any substantive recommendations
 - iii. A description of any substantive changes made
- c. The Board of Supervisors shall review the adopted plan and, if approved, submit the MHSA Three-Year Plan and Expenditure Plan to the SOC of Health Care Services within 30 days after adoption.

Culturally and Linguistically Competent Policies

Placer County Systems of Care is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the System. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).