

1.34	Emergency Services Management Committee	Page 1 of 3
Authorizing Utah Code: 62A-5-302 thru 62A-5-312 , 62A-5-402		Rule: R539-2-6(6)
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Form(s): 1-19		

PROCEDURE

- A. The Emergency Services Management Committee (ESMC) shall perform the following duties:
1. Consider requests from the Regions for emergency funding for individuals on the Waiting List, court ordered, or who are currently in service and are requesting additional funding (RAS). The individuals must meet the ESMC criteria and have no other options.
 2. Allocate committee funds after ascertaining that the Region has considered all possible alternatives and has used all available funding resources. The regions must have exhausted all their options with available Waiting List and RAS allocations prior to coming to the committee.
 3. Provide professional and clinical recommendations on difficult cases on which the Regions request assistance.
 4. Make determinations on all requests for admission to the Utah State Developmental Center. These may include recommendation for admission, referral to other resources or suggestions regarding other interventions that might help before an admission decision is considered.
 5. Review all requests for out-of-home placements for children under eleven that would not be in home-like environments, e.g. group homes, ICFs/MR. (UCA 62A -5-403)
 6. When considering funding priorities for Waiting List consumers, the ESMC will typically fund the most critical cases primarily based upon the individual's Needs Assessment Score ranking. However, the ESMC may override the Needs Assessment Scores ranking order based upon a clinical review by the Committee that indicates a crisis situation that is not clearly identified by the Needs Assessment Score document that shows an immediate need for funding.
 7. Review court ordered placements for appropriateness of referrals, proposed treatment planning, and approval of suggested Regional funding level.
- B. The ESMC shall be composed of the following individuals:
1. The Division Director shall appoint a state office professional to chair the committee.
 2. One staff member, appointed by the Region Director, will represent each Region.
 3. Other state office staff with expertise in behavioral issues, medical, and available community resources will also be asked to serve.
 4. The Program Director, or designee, of the Developmental Center will also serve.
 5. One representative from the private ICF/MR system will be recommended by the Utah Health Care Association and appointed by the Division Director.
 6. The Division Director will appoint one consumer representative and one family representative.

Terms of membership for Division staff are not time limited but can change if job duties so necessitate. Terms of membership for members not employed by the Division shall be reviewed every four years. These members can be re-appointed for additional terms if they are so willing and with the approval of the Division Director.

C. Meeting and Referral Schedule

1. Regular meetings will be held on the first Thursday of each month, with emergency meetings being called as necessary.
2. Families and other involved persons may attend in order to provide information to the committee, when invited by the Committee Chair.
3. Prior to screening a person at ESMC, all community, natural and family resources must be documented, explored and exhausted. If there is a Region management process for screening, persons must undergo assessment through that process prior to screening at ESMC.
4. Referrals to the ESMC Committee must be received by Tuesday afternoon of the first week of the month to be considered for the Thursday meeting. Referrals should be sent through the Region ESMC representatives.
5. Support Coordinators should submit an electronic version of the ESMC referral form prior to the meeting. The referral form should be filled out completely, including the proposed services requested and the projected costs for the current and coming fiscal years. A referral should be made for court ordered funding requests for review and approval of the committee.
6. Support coordinators may attend by phone or in person to provide necessary information to support their request, when invited by the Committee Chair.
7. The committee meetings will be closed for final decision-making and funding determinations. The regional ESMC representative will inform the Region of the committee's decision after the meeting.
8. Decisions will normally be made by consensus, but if agreement cannot be reached, the Division Director will have the final say. If there is a difference of opinion on the final funding in terms of what the Person needs between the committee and Region, for either community or court ordered funding requests, the final approved funding amount will be determined between the Regional director and Division Director.

D. Criteria for Prioritizing ESMC Referrals - Can include but are not limited to the following:

1. Immediate threat to health and safety of the Person or their family.
2. Immediate risk of becoming homeless.
3. Children who can no longer be maintained in their family residence.
4. Immediate threat of causing injury to others or property destruction.
5. Immediate risk of loss of caregiver and/or deterioration of family.
6. The Person has a place to live, but is in need of a less restrictive place i.e.. USDC resident no longer needing that level of supervision

E. FY 2005-06 Referral Criteria for Ongoing (base) Funding

Persons requesting ESMC funding must meet one of the following:

1. Person must be homeless.
2. Person must have severe behavioral needs which jeopardizes their or the families' health and safety.
3. Person must have severe medical needs that jeopardize their health and safety.
4. Person must have documented physical/sexual abuse.
5. Person (self or others) must be at risk for permanent injury or death.
6. Person has been court ordered into DSPD service.
7. Children under 11 being considered for ICF/MR placement as per statute.

F. FY 2005 – 2006 Criteria for Distribution of One-Time ESMC Waiting List Funding

The ESMC Committee will establish criteria to determine who is eligible for distribution of one-time Waiting List Crisis State Funding. This document will be revised annually based upon the Division's budgets and available one-time state funds. (See ESMC document dated November 2004)