



Notice of Enrollment Multiagency Community Services Information System (MACSIS) (1 of 2)

To receive alcohol, drug addiction and/or mental health services paid for by public funds, you must provide information so that the Preble County Mental Health and Recovery Board can:

- Enroll you in the county behavioral healthcare plan,
- Determine if you are eligible for publicly funded services, and
- Pay the provider for your services through the MACSIS computer system, which connects the Board to the Ohio Department of Mental Health, the Ohio Department of Alcohol and Drug Addiction Services and Ohio Department of Human Services.

All information collected will be kept confidential, consistent with state and federal law. Name identifying information will only be used to pay for services received. Demographic information will be kept without your name attached, and reported to the state departments and the Ohio Health care data Center. This information will not be available to any other sources or used for any other purposes. Billing information will be kept for seven (7) years after you have received services, and only demographic information will be kept after that time.

For questions or additional information, please contact: The Preble County Mental Health and Recovery Board, 937-456-6827.

If there are any reasons you foresee which would hinder or prevent you from attending scheduled appointments in the future (for example, transportation), please discuss this with your therapist as soon as possible.

Program Rules

- Get involved in treatment. Following treatment recommendations is the basis for successful outcomes as well as for continued treatment with our agency.
- Communicate your needs and concerns with your therapist. Ask questions.
- Attend all scheduled sessions; no more than 2 sessions may be missed during any three-month period. Please refer to the Attendance Guidelines section.
- Please try to arrange for childcare during your scheduled sessions.
- Financial responsibility of payment of services rests with each individual. Please present any form of insurance to the front desk staff *and inform them of any changes in insurance coverage, or Medicaid or Medicare, as well as any changes in your address.*
- In the event of a mental health emergency situation, please call your therapist. If your therapist is unavailable or if the emergency occurs after normal working hours, please call CrisisCare at 937-224-4646 or go to your nearest hospital emergency room.
- We advise you to not arrive for your sessions under the influence of alcohol or intoxicating drugs. Illicit drugs may not be brought into our facilities.
- We prohibit firearms or other weapons in our buildings.
- For those clients who are mandated to participate in services, we highly recommend that you follow through with all recommended services. We may be required to provide attendance information to those agencies mandating services.
- Except for our Young Children's Assessment and Treatment (YCATS) program, we do not use seclusion or restraint within our treatment programs.

Continued ...



Notice of Enrollment Multiagency Community Services Information System (MACSIS) *(2 of 2)*

- We are a non-smoking facility. Please do not smoke in or near the entrances to our buildings.
- Involuntary termination may result from any of the following behaviors/incidents:
 - o Violent behavior
 - o Carrying weapons into the sessions
 - o Misuse of medication and/or not following physician order for medication administration
 - o Serious threats made to an employee
 - o Inappropriate use of multiple providers or systems for the same services
 - o No longer meeting admission or continuing stay criteria
 - o Not invested in treatment, as evidenced by numerous missed appointments

You may appeal involuntary termination decisions through the SBHI Grievance process.

In the event of a fire or other natural disaster/emergency: Please follow the directions of SBHI staff in the case of an emergency or drill.