

ORANGE COUNTY BEHAVIORAL HEALTH ADVISORY BOARD EVENT TABLING PROCEDURE

I. PURPOSE

One of the primary functions of the Behavioral Health Advisory Board (BHAB) is to review and evaluate the community's public mental health needs, services, facilities, and special problems in Orange County. To reach all communities and hear from community voices, the BHAB will attend community events as exhibitors to make the community aware of the BHAB and invite the community to its meetings.

II. ROLE OF THE BEHAVIORAL HEALTH ADVISORY BOARD AT TABLING EVENTS

- 1) Engage with the community and increase awareness of the BHAB by the community at large.
- 2) Gather feedback and input from community members regarding existing and needed behavioral health services.
- 3) Share information about the BHAB and its responsibility to advise the Orange County Board of Supervisors and the Director of Mental Health and Recovery Services (MHRS) as to any aspect of the local behavioral health services
- 4) Invite community members to upcoming BHAB meetings.
- 5) Recruit: provide information about open BHAB vacancies.
- 6) Assist individuals who may request information about available behavioral health services by directing them to screening and referral services provided by OC Navigator and OC Links.

III. WHAT TO PROVIDE DURING TABLING EVENTS

It is important to understand the BHAB's role when out in the community. The purpose of tabling at community events is not to direct or link individuals to behavioral health resources, which is the responsibility of Mental Health and Recovery Services (MHRS). Should a community member request assistance with accessing behavioral health resources and/or assistance, the BHAB will refer them to the OC Navigator cards for additional resource information and linkage to

services. Community members who share complaints or concerns about existing MHRS programs or services should be referred to the Orange County Patients' Rights Advocacy Services at (714) 834-5647.

BHAB members should avoid expressing their personal understanding, recommendations or opinions about County programs or services.

The BHAB will provide the following approved items during tabling events:

- 1) BHAB Informational Sheets
- 2) BHAB meeting calendars for that given year
- 3) BHAB Recruitment letter
- 4) BHAB Member Applications
- 5) BHAB Annual Reports
- 6) Business Cards (as needed)
- 7) OC Navigator Cards
- 8) Promo Items

Any other materials will require prior approval by the Chair of the BHAB and MHRS.

IV. HOW TO REGISTER AS AN EXHIBITOR FOR EVENTS

- 1) BHAB member notifies the MHRS Staff Specialist of the event they wish to attend. Allow sufficient time to schedule, at least 2- 3 weeks' notice if payment is required.
- 2) MHRS Staff Specialist will coordinate with the event organizer to ensure that the BHAB has a table, and provides the BHAB member(s) with all needed materials.
- 3) Should a BHAB member coordinate their own participation at an upcoming event, the MHRS Staff Specialist shall be notified of that participation in advance. Please provide at least one week's notice to ensure that the MHRS Staff Specialist will be able to provide the necessary materials for the tabling event.

V. REPORT TO BHAB

BHAB member(s) attending community events are encouraged to share information about the event attended during the next Study Committee Meeting.

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