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# COMMUNITY MENTAL HEALTH CENTRES PROVINCIAL COORDINATION COMMITTEE STUDY GUIDE



T.C. AİLE, ÇALIŞMA VE  
SOSYAL HİZMETLER BAKANLIđI



T.C. SAđLIK  
BAKANLIđI



World Health  
Organization  
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Europe



# Content

Working Group .....	v
Contributors .....	vi
Abbreviations .....	viii
INTRODUCTION .....	1
WHAT IS THE CMHC PROVINCIAL COORDINATION COMMITTEE? .....	2
WHAT IS THE AIM OF THE CMHC PROVINCIAL COORDINATION COMMITTEES? .....	3
WHAT DOES THE CMHC PROVINCIAL COORDINATION COMMITTEES DO? .....	4
WHAT ARE THE DUTIES OF THE INSTITUTIONS IN THE CMHC PROVINCIAL COORDINATION COMMITTEES? .....	5
1. Provincial/Subprovincial Directorate of Health .....	5
2. Provincial Directorate of Family, Labour And Social Services .....	6
3. Social Assistance and Solidarity Foundation .....	6
4. Provincial Directorate of Labour and Employment Agency .....	7
5. Provincial/Subprovincial Directorate of National Education - Provincial/Subprovincial Directorate of Public Education .....	8
6. Provincial/Subprovincial Directorate of Security .....	9
7. Provincial/Subprovincial Directorate of Youth And Sports.....	10
8. Local Authorities.....	10
9. Non-Governmental Organizations .....	11
How To Collaborate in Which Fields? Sample Collaboration Algorithms .....	14
Annex 1: Provincial Coordination Committee Study Over A Case Sample Presented .....	19
Annex 2: Meeting Minutes Form.....	24
Annex 3: Sample Presentations Related To The Institution Community Mental Health Centre Presentation .....	25
Annex 4: Provincial Coordination Committee Report Form .....	34
Annex 5: Country Report Form.....	35



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\* Arranged in alphabetical order.

## Abbreviations

CMHC	Community Mental Health Centre
CRPD	Conventions on the Rights of Persons with Disabilities
EKPSS	Public Personnel Selection Examination of Persons with Disabilities
İŞKUR	Turkish Employment Agency
MNE	Ministry of National Education
MoFLSS	Ministry of Family, Labor and Social Services
MoH	Ministry of Health
MYS	Ministry of Youth and Sport
NGO	Non-governmental Organization
UN	United Nations
SASF	Social Assistance and Solidarity Foundation
WHO	World Health Organization



## Introduction

The transformation to a community-based model was recommended in the mental health policy text declared by the Ministry of Health in 2006 and the decision to move towards a community-based model from the hospital-based model was made in the Ministerial mental health policy. As the first step of this model, it was decided that the Community Mental Health Centres (CMHC) were to be opened according to the pilot practice carried out in 2008 and the relevant directive was published and put into practice in February 2011.

The effective implementation of the community-based mental health services requires collaboration with public institutions and organizations, local authorities and non-governmental organizations. In this context, the CMHC Provincial Coordination Committees were established in accordance with Article 19 of the Directive about the Community Mental Health Centres with the letter dated 08.04.2015 by the Directorate General of Public Health.

The coordination committees aim to ensure the collaboration with the institutions providing services in the fields of health, social service, social assistance, employment, education, justice, security, and local administration for the practice of “the right to live independently and be socially included” as referred to in Article 19 of the Conventions on the Rights of Persons with Disabilities (CRPD) which Turkey is a party to.

This guideline was prepared to outline the working methods of the coordination committees. The guideline aims to provide practical information regarding;

- the legal liabilities of the collaborating institutions and the fields of work,
- the key points for the development of the community-based mental health approach, and
- how the case-based approaches should be delivered.

## Who are the Members of the Provincial Coordination Committee?

The Community Mental Health Centre Provincial Coordination Committee ensures that the services provided in the field of community-based mental health are coordinated and presented with integrity by the public institutions, local authorities, non-governmental organizations (NGOs), professional organizations and the universities.

The committee consists of representatives of the following institutions:

	Directorate of Public Hospital Services Directorate of Public Health Services Branch Manager of Mental Health
	Provincial Directorate of Family, Labour and Social Services Provincial Directorate of Labour and Employment Agency Social Assistance and Solidarity Foundation
	Provincial Directorate of Security
	Provincial Directorate of Youth and Sports
	Provincial Directorate of National Education Directorate of Public Education
	Local Authorities
	NGOs

## What is the Aim of the CMHC Provincial Coordination Committee?

- It ensures that the mental health services are run in coordination.
- It carries out works to reduce discrimination and stigma with regards to the mental health disorders in society and for the persons receiving services to contribute and to be included in all aspects of community life.
- It ensures coordination at provincial level to strengthen the persons who have complex needs due to a mental disorder and therefore receiving services from various institutions and their families.
- It ensures the services are provided in the field of mental health by the public institutions, local authorities, non-governmental organizations, professional organizations and universities in the province are coordinated and are delivered in integration.

### *What is Stigma?*

*Stigma is defined as a widely believed, fixed, extremely simplifying, and mostly a misperception or notion about a particular person or a group.*

*Research has revealed the negative effects of stigma on receiving services and treatment. Therefore, the efforts of raising awareness during the CMHC Provincial Coordination Committees are important.*

## What does the CMHC Provincial Coordination Committee do?

- The Provincial Coordination Committee, established to carry out the mental health services effectively and to ensure the coordination of relevant institutions, meet four times a year, once every three months, to carry out this duty.

▶ *The case discussions, the problems that the institutions wanted to share with other participants and the best practice examples should also be included in the coordination committee meeting as well as the matters of general functioning of the institutions and collaboration. It is recommended that the problems encountered in the community-based mental health services and the problems for the solution of these problems should be discussed by making a presentation on concrete facts.*

- *the fields of inter-institutional collaboration and coordination,*
- *the strengths and weaknesses in the delivery of services should be discussed*

*Annex-1 includes the examples for collaboration through the case presentation*

- The secretariat of the provincial coordination committee is the Branch Office of Mental Health.
- The secretariat prepares a meeting agenda by taking into account the proposals from the relevant institutions and informs the participants of the meeting 15 days in advance.
- The participants make their presentations/present their opinions according to the agenda of the meeting. Meeting minutes that includes the agenda, participants and the decisions made are prepared at the end of each meeting and it is shared with the participants within the two weeks following the meeting at the very latest. The evaluation of the works performed based on the decisions made in the previous meeting is carried out in each meeting.
- The meeting minutes are sent to the DGPH Department of Mental Health by the end of year. The Department of Mental Health creates the CMHC Provincial Coordination Committee report that includes the problems encountered across the country and the proposed solutions by using these minutes.

# What are the Duties of the Institutions in the CMHC Provincial Coordination Committee?

## 1. Provincial / Subprovincial Directorate of Health

<b>LEGAL LIABILITY</b>	To carry out works for the protection and promotion of public health, to mitigate and prevent disease risks, to run diagnostic, therapeutic and rehabilitative health services <sup>1</sup>
<b>FIELDS OF WORK</b>	<p>To prevent the presence of mental health problems for a person, group or system that hasn't yet been affected with the start of the conditions that threaten healthy living; to support the healthy mental development of children and to provide services to strengthen the well-being of individuals by promoting their behaviour, knowledge, and attitudes that will improve their well-being.</p> <p>To early detect the problems for the persons who have recently experienced mental health problems or the persons who have recently exhibited risky behaviours and provide services for these persons to recover before it becomes chronic.</p> <p>To provide services to prevent the loss of skills or disability developed as a result of the mental health problems, to rehabilitate the ones already existing, to develop the ones that are missing, to protect the functions enduring and thus enable the person to recover.</p>
<b>RELATED UNITS</b>	Family physicians, Healthy Life Centres, Psychiatry Clinics, CMHCs, MHH

<sup>1</sup> Relevant legislation: Presidential Decree No. 1, published in the Official Gazette No. 30474, dated 10/7/2018

### ADDITIONAL INFORMATION

Preparations and reporting of the provincial coordination meetings are held with the "Meeting Minutes Form" (Annex 2).

It is proposed for all institutions to make a presentation that includes their fields of activity and their resources at provincial level in the first meetings of the committee. The presentation of community-based mental health services model to be made by the Department of Mental Health or the CMHC responsible is important in terms of determining the collaboration areas. Annex-3 includes the sample presentations that can be used by different institutions.

Monitoring the implementation of the decisions taken at the meeting by the secretariat at the provincial and district levels are done by using the "Provincial Coordination Committee Report Form" in Annex 4.

CMHC Provincial Coordination Committee report is prepared by General Directorate of Public Health, Department of Mental Health using the "Provincial Coordination Committees Tracking Form" in Annex 5.

## 2. Provincial Directorate of Family, Labour and Social Services

<p><b>LEGAL LIABILITY</b></p>	<p>To coordinate the determination of national policies and strategies, to carry out social service and assistance activities for the persons with disabilities, to ensure the cooperation and coordination between the relevant public institutions and organizations with the voluntary organizations in this field, to take measures that ensure the vocational rehabilitation of the persons with disabilities in order to ensure that the persons with disabilities participate actively without any discrimination in social life against all kinds of obstacles, neglect, and exclusion.<sup>2</sup></p>
<p><b>FIELDS OF WORK</b></p>	<p>To evaluate the institutional care needs of persons with disabilities who require care.</p> <p>To evaluate the demands within the scope of the persons with disabilities residential care services and provide the persons with disabilities residential care payments if appropriate.</p> <p>To carry out the procedures regarding the person with disability identity cards prepared to be used for the rights granted to the persons with disabilities and the services provided.</p> <p>To carry out the works and procedures for the opening and operation of Private Social Care, Governmental Care and Rehabilitation Centres.</p> <p>To carry out the inspections of the Private Social Care Centres.</p> <p>To open and manage day care centres for the persons with disabilities and their families to promote the skills of persons with disabilities to live independently.</p> <p>To intervene in the cases of neglect and abuse that the persons with disabilities experience.</p> <p>To carry out “Anti-stigma” works.</p> <p>To carry out awareness raising activities for the groups of disabilities on special days and weeks.</p>
<p><b>RELATED UNITS</b></p>	<p>Social Service Centres, Care and Rehabilitation Centres, Day Care/Daily Living Centres</p>

<sup>2</sup> Relevant legislation: Presidential Decree No. 1, published in the Official Gazette No. 30474, dated 10/7/2018

## 3. Social Assistance and Solidarity Foundation

<p><b>LEGAL LIABILITY</b></p>	<p>To ensure that various social assistance programmes are conducted in the field of fighting against poverty.<sup>3</sup></p>
<p><b>FIELDS OF WORK</b></p>	<p>To conduct the social assistance programmes under the Law No. 3294</p> <p>To conduct the procedures for the Disability Pensions under the Law No. 2022</p>

<sup>3</sup> Relevant legislation: Law on Social Assistance and Solidarity No. 3294 dated 29/5/1986

## 4. Provincial Directorate of Labour and Employment Agency

<b>LEGAL LIABILITY</b>	<p>The employment of persons with disabilities in Turkey as a worker is tried to be ensured with the quota system stipulated in Article 30 of the Labour Law No. 4857</p> <p>Under the quote system stipulated in Article 30 of the Labour Law No. 4857; the workplaces are liable to ensure:</p> <ul style="list-style-type: none"><li>• that in workplaces where 50 or more workers (51 or more in agriculture and forestry managements) are employed,</li><li>• that 3% of the workers in private sector workplaces to be the persons with disabilities,</li><li>• the 4% of the workers in public sectors to be the persons with disabilities and 2% of the workers to be ex-convicts or workers who were injured in the fight against terrorism in a way that isn't regarded as a disability according to their profession, physical and mental health conditions.<sup>4</sup></li></ul>
<b>FIELDS OF WORK</b>	<p>To provide business and vocational counseling to persons with disabilities who are registered to İŞKUR (Turkish Employment Agency).</p> <p>To refer them to the courses and on-the-job training programmes to enhance their professional qualifications.</p> <p>To employ them in jobs that are suitable for their conditions.</p> <p>To encourage persons with disabilities to start their own businesses.</p> <p>To use the fines collected from the employers, for not employing workers with disabilities, to help the persons with disabilities to start their own businesses, for the supportive technologies that would ensure the persons with disabilities to find an employment, the work placement of the person with disability, adjustment to the work and workplace and in such projects.</p> <p>To regularly follow the quotas for the compulsory employment of persons with disabilities on a monthly basis.</p> <p>To publish disability workforce requests on the website of the Institution and to carry out works to close the remaining quotas by contacting the employers with disability quota.</p> <p>As the employers are liable to employ the workers with disabilities according to their professional, physical and mental conditions, to impose fine to the employers in the event they disapprove and don't employ the persons with disabilities who applied fulfilling the conditions and attended the interview or in the event that the employers don't fulfill their obligation by not opening up a request for the disability quota deficit.</p>

<sup>4</sup> According to the "principle of equal treatment" contained in Labor Law No. 4857, "discrimination cannot be made in labor relations based on language, race, color, sex, disability, political thought, philosophical belief, religion and sect and similar reasons."

## 5. Provincial / Subprovincial Directorate of National Education Directorate of Public Education Centre

<b>LEGAL LIABILITY</b>	To guarantee that all citizens can benefit from the educational opportunities and facilities equally, to develop policies and strategies that would promote the participation of persons with disabilities and the other segments of society that require care services. <sup>5</sup>
<b>FIELDS OF WORK</b>	<p>To organize courses and activities for the persons with disabilities to acquire basic life-long learning skills.</p> <p>To carry out activities regarding life-long learning culture and awareness</p> <p>To organize barrier-free training programs.</p> <p>To organize courses that the persons with disabilities can attend in Public Education Centres.</p> <p>To open courses for the persons older than the formal education age regardless of the number limit in case they applied to the Public Education Centres with a disability report.</p>
<b>RELATED UNITS</b>	<a href="#">Public Education Centres</a> , Schools, Counseling and Research Centre, Vocational Training
<p><sup>5</sup> Relevant legislation: Presidential Decree No. 1, published in the Official Gazette No. 30474, dated 10/7/2018</p>	
<p>The Provincial/Subprovincial Directorates of National Education/Public Education can open courses for the persons older than the formal education age regardless of the limited number providing that they have the disability report.</p>	

*The opening of EKPSS (Public Personnel Selection Examination of Persons with Disabilities) with the collaboration of CMHC-Public Education Centres in the recent years, enabled the persons with disabilities to be successful in the EKPSS.*



## 6. Provincial / Subprovincial Directorate of Security

<b>LEGAL LIABILITY</b>	<p>To help the persons who ask for help, and the children, those with diseases and the persons who need help.</p> <p>To put under protection, expel or catch the persons who pose a problem in the society, persons using or abusing substances or the persons who may transmit disease and initiate necessary legal actions according to the quality of the action or situation to carry out the measures taken according to the principles manifested in the regulation issued by the president, demonstrating the laws and the enforcing of these laws for treatment, training, and rehabilitation in an institution.<sup>6</sup></p>
<b>FIELDS OF WORK</b>	<p>To ensure the safety of life and property of persons by ensuring the public peace and public order in accordance with their administrative duties.</p> <p>To deliver the suspect and crime evidence to the judicial authorities by carrying out the investigation on behalf of the Public Prosecutors in accordance with the judicial duties that started with the offense.</p> <p>To carry out the “Community Policing” services based on the fight against crime and the implementation of the security policies, ensuring the participation and support of the society and meeting the social expectations and demands within the framework of the accepted understanding in the operation of an effective security service.</p> <p>To ensure that the necessary measures are taken by the relevant institutions or assistance to be provided by contacting the relevant institutions when necessary for the citizens who the community police encounter while performing their duties and who need help or to be situated in social institutions or to get into contact with these institutions.</p> <p>To inform the citizens about such issues as the legal procedures, actions taken by the police about the persons, the process to be followed in relation to the issue that is directed to them.</p>

<sup>6</sup> Law Enforcement Agency Law No. 3201, dated 4/6/1937

## 7. Provincial / Subprovincial Directorate of Youth and Sports

<b>LEGAL LIABILITY</b>	<p>To take incentive measures for the sports activities to progress and to develop measures that ensure the participation of all ages.</p> <p>To monitor the implementation of the sports activities within the scope of the plan and programme and according to the legislation, to take incentive measures for the sports activities to progress and become widespread.</p>
<b>FIELDS OF WORK</b>	<p>To take necessary measures to prevent the abuse and violence against youth and to eliminate all kinds of discrimination amongst the youth.</p> <p>To organize the sports facilities in a way that the persons with disabilities could make use of.</p> <p>To establish the Provincial Sports Centres for Persons with Disabilities for persons with disabilities.</p> <p>To ensure that the sports facilities are also suitable for the use of the persons with disabilities, to develop sports training programmes and supportive technologies, to procure the necessary materials, to broadcast with the informative and awareness-raising campaigns about the issue and to raise sportsman to enable the persons with disabilities to be able to do sports activities and to popularize.</p> <p>To collaborate with the other respective institutions in relation to enabling persons with disabilities to participate in sports.</p>
<b>RELATED UNITS</b>	Provincial Youth And Sport Directorate, Youth Centers, Sport Facilities

## 8. Local Authorities

<b>LEGAL LIABILITY</b>	<p>To provide health, education, sports, environment, social service and social assistance, library, parks, traffic, and cultural services for the inhabitants and to provide services for the elderly, women and children, the persons with disabilities, poor and fonds, to deliver the Municipality services in closest places to the citizens and with best methods.<sup>7</sup></p>
<b>FIELDS OF WORK</b>	<p>To provide immediate aid, rescue, and ambulatory services.</p> <p>To provide transportation services within the area of jurisdiction.</p> <p>To carry out social activities in the fields of culture and art, tourism and promotion, youth and sports.</p> <p>To carry out preschool education, occupation, and skill-building activities.</p> <p>To ensure that persons with disabilities use public transportation services free of charge with their ID cards for persons with disabilities.</p>
<b>RELATED UNITS</b>	Department/Directorate of Health Affairs, Department/Directorate of Cultural and Social Affairs, Department/Directorate of Transportation, Department/Directorate of Social Services

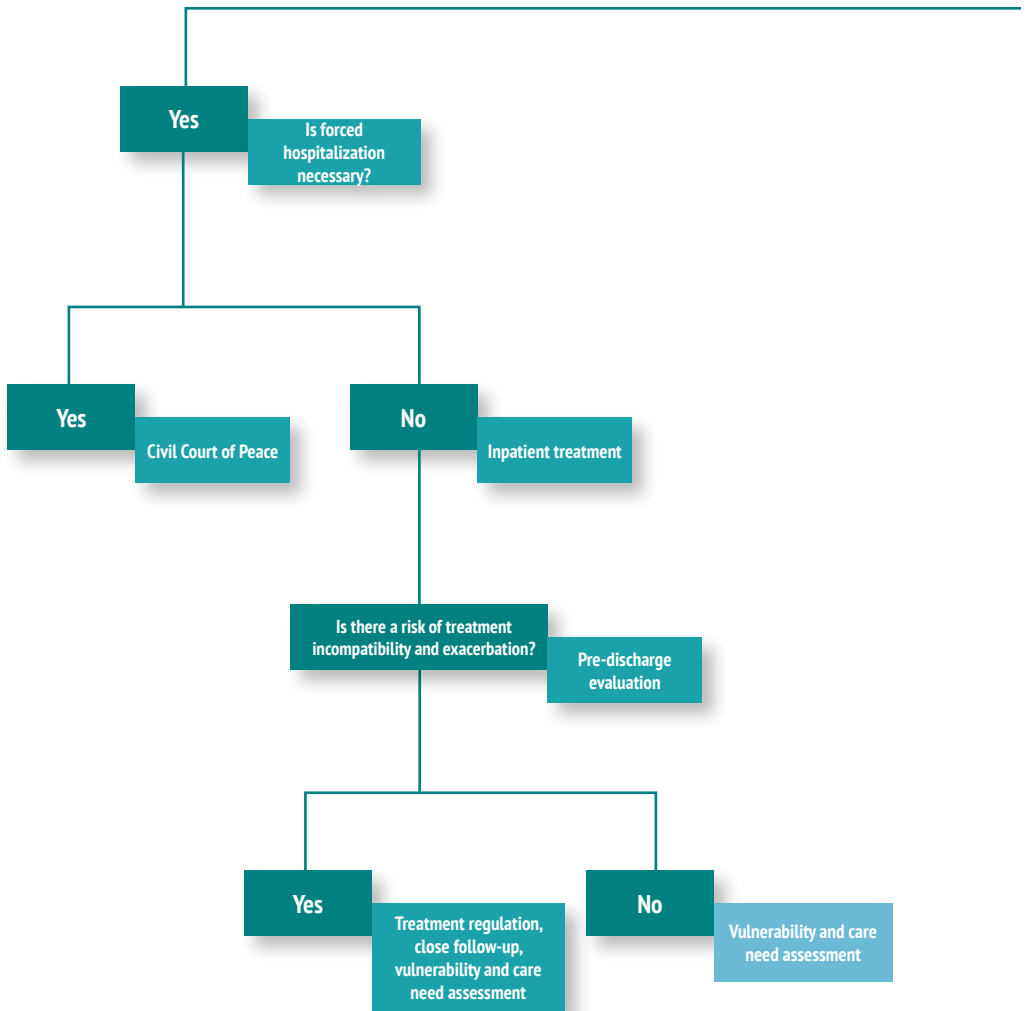
<sup>7</sup> Municipal Law No. 5393 dated 3/7/2005

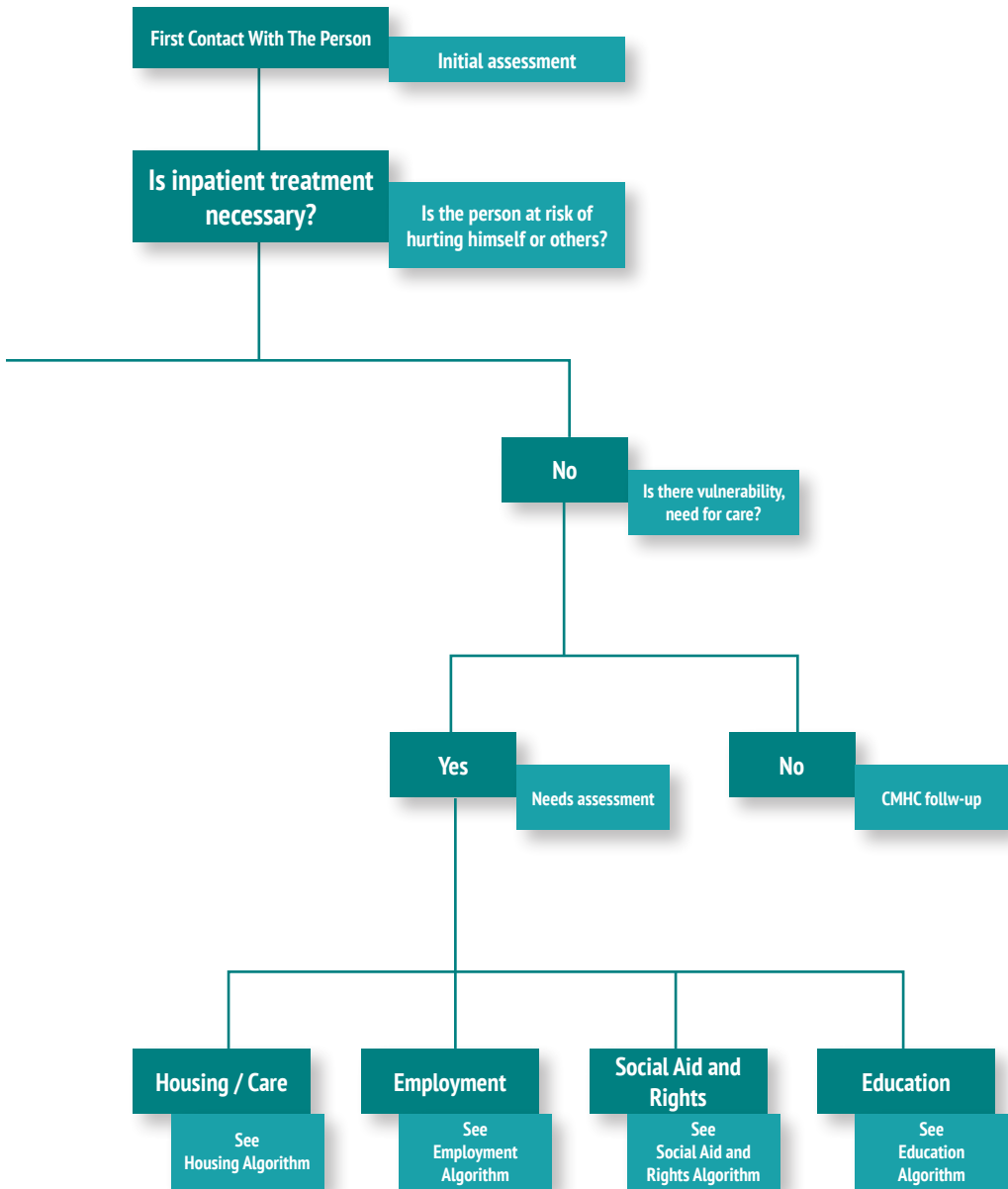
## 9. Non-governmental Organizations

<b>LEGAL LIABILITY</b>	The Non-Governmental Organizations (NGOs) and Non-Profit Organizations are those that are not government agencies and are working autonomously, carrying out lobbying works in accordance with the social, cultural and legal purposes, recruiting their members and employees on a voluntary basis, non-profit-making organizations making their finance through the grants and membership payments. Non-governmental organizations operate under the name of chambers, unions, foundations, and associations. <sup>8</sup>
<b>FIELDS OF WORK</b>	Non-governmental organizations provide services in the fields specified in their founding regulations.

<sup>8</sup> Law of Associations No. 5253, dated 4/11/2004, Law of Foundations No. 5737 dated 20/2/2008

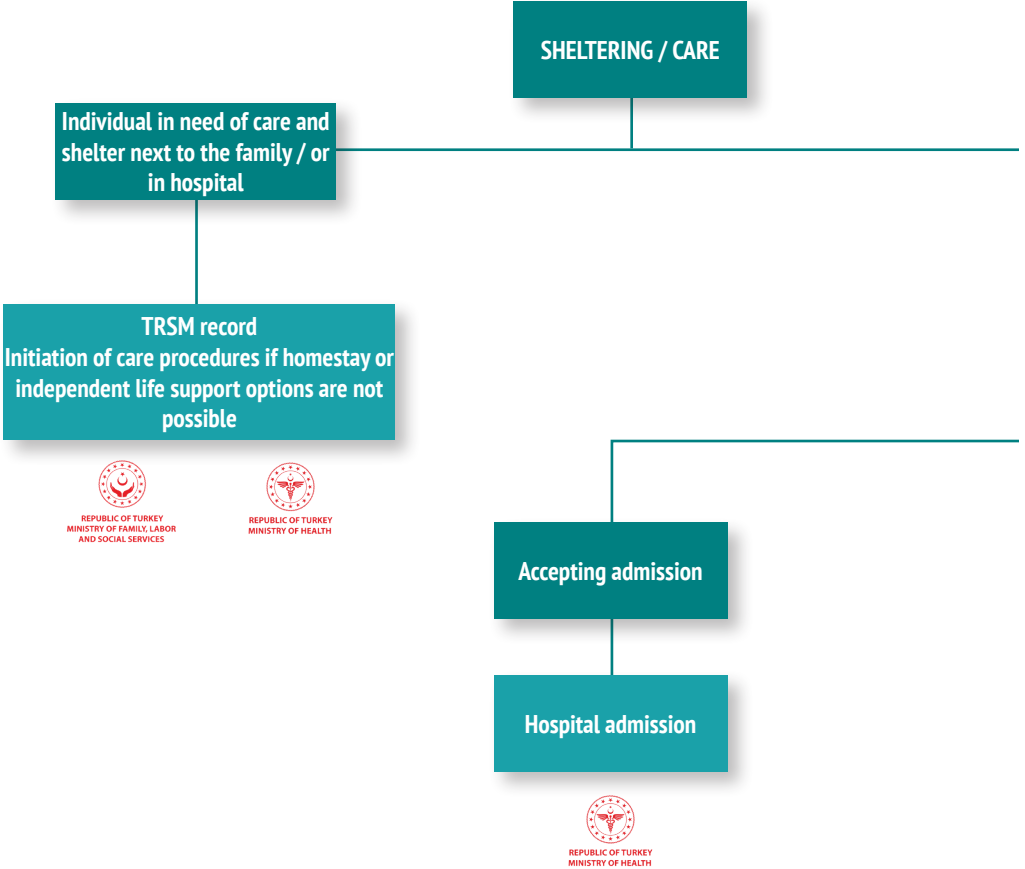
# General Operating Algorithm



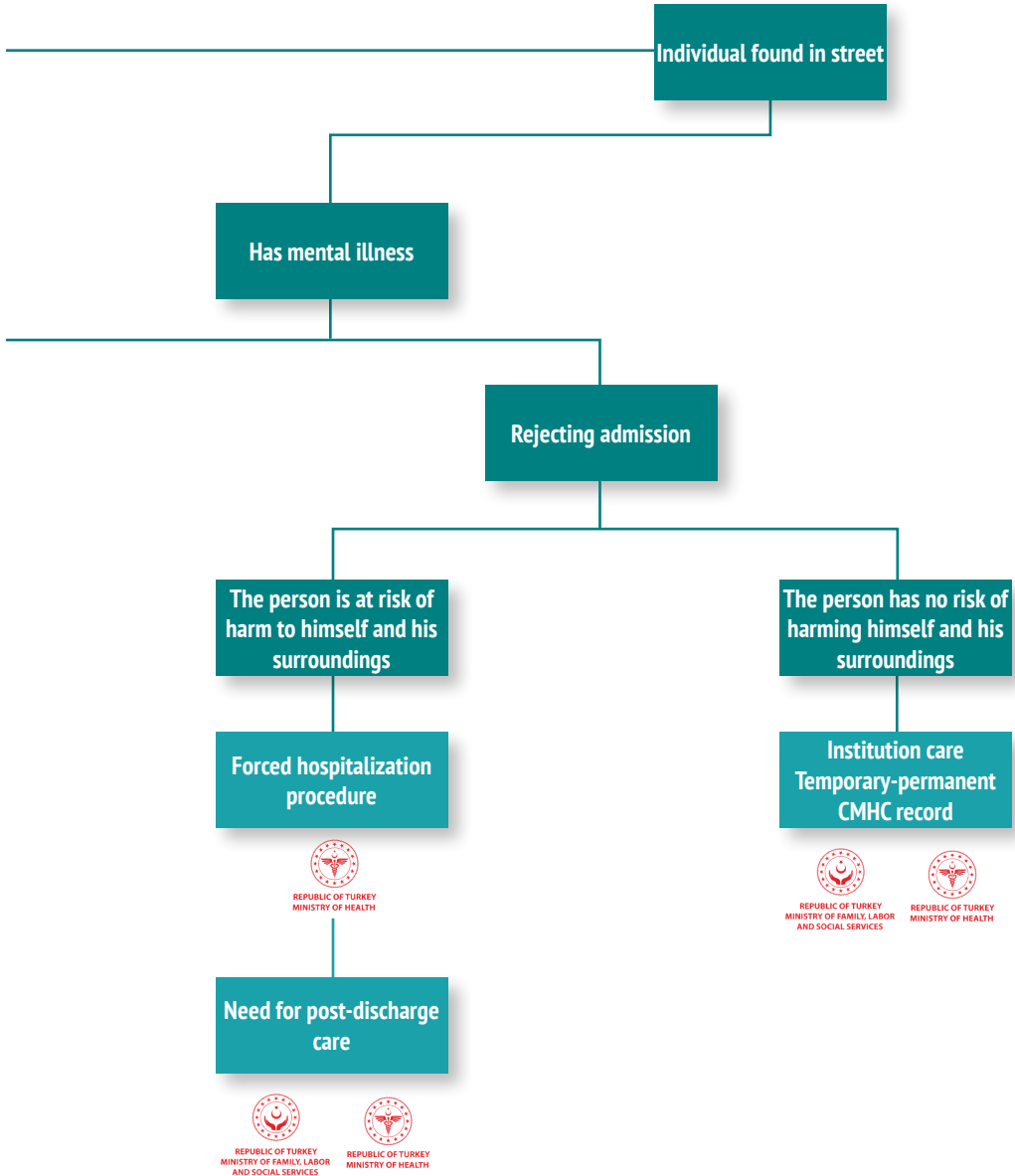


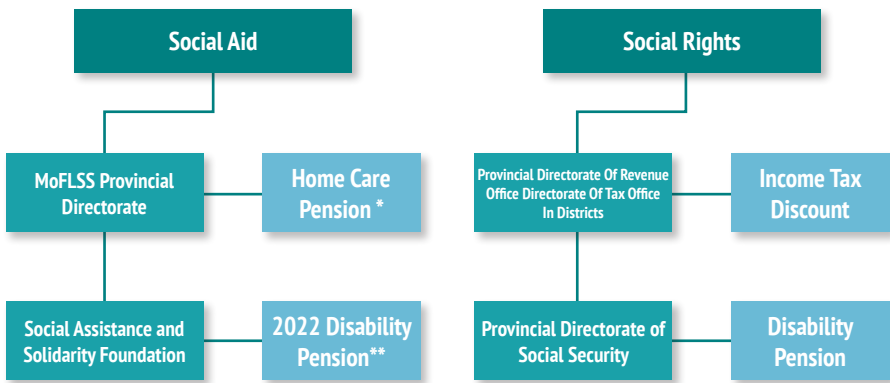
# How to Collaborate in which Fields?

## Sample Collaboration Algorithms



*In Article 28 of the United Nations Convention on the Rights of Persons with Disabilities entitled “Adequate Living Standard and Social Protection”, states parties have secured the right to housing and care.*



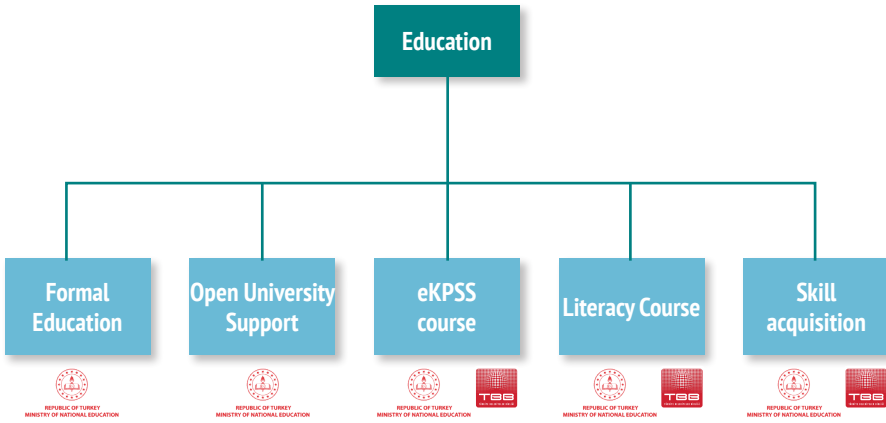


\* Severe Disability Report is required.

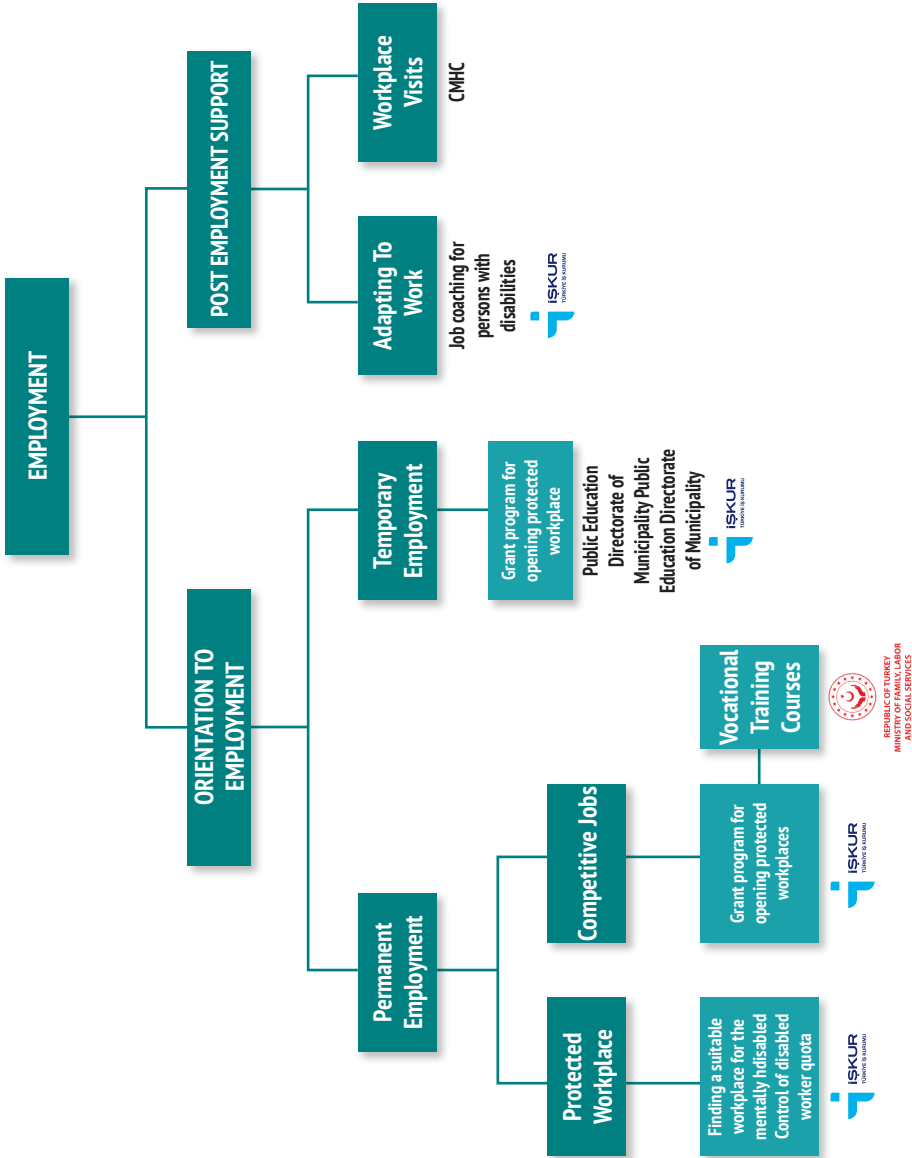
\*\* The disability rate stated in the report should be 40% and above.

*In Article 28 of the United Nations Convention on the rights of persons with disabilities, entitled “Adequate Standard of Living and Social Protection”, states parties secure social assistance and social rights.*





*In Article 24 of the United Nations Convention on the rights of Persons with disabilities entitled “Education”, states parties secure the right to education.*



*In Article 27 of the United Nations Convention on the rights of Persons with disabilities, entitled “Labour and employment”, states parties have secured all appropriate measures under the right to work of all persons with disabilities.*

## ANNEX 1 Provincial Coordination Committee Study Through a Sample Case Presented



While the 25 years old H.U was treated in the acute psychiatric service with the diagnoses of mental retardation and depression, the clinical evaluations raised questions about whether she was abused by her family and the environment in which she lived. Additionally, it was understood that her parents had psychotic symptoms and it was reported to the CMHC.

The mobile team of four staff consisting of the CMHC psychiatrist, social worker, psychologist, and the occupational therapist performed a home visit, evidence regarding the disposophobia/Hoarding Disorder (HD) syndrome also known as compulsive hoarding among the public were found during the visit. It was observed that the house was full of junk from the ground up, there weren't any goods with regards to basic life such as refrigerator, washing machine, beds, carpets, etc., and that they maintained their lives with the old couches and blankets collected from the trash. It was understood that the large field near the house (8000 square meters) was full of trash piles. During the interview made with the neighbors, it was stated that the family was uncomfortable about the smell and trash piles, yet A.U. and his spouse couldn't be convinced, which became a lifestyle for them. A.U. took bath outside with cold water and cruse assisted by his spouse once every 2-3 months, they didn't use the electricity or water lest they spend money, they procured the water from the fountains open to the public. A.U. and his spouse never changed their clothes and they slept and worked in the same clothes during the day. The neighbors stated that the daughter (H.U) of the couple, who was admitted to the hospital was open to abuse and sometimes wandered around the streets naked, and she talked to herself loudly, and that her parents were far from providing the care and responsibility of H.U.

The multidimensional evaluation of H.U. and her family was brought forward in the Provincial Coordination Committee meeting as it was necessary to involve various public institutions and organizations to the processes of treatment, rehabilitation and gaining functionality.

MEETING MINUTES OF COMMUNITY MENTAL HEALTH SERVICES COORDINATION COMMITTEE			
DATE:	Hours:	Location:	No of Meeting:
The Person Who Prepared The Report			
Subject of Meeting			
Agenda Topics			
1-	CMHC Case Report HU		
2-			
Topics Discussed Off The Agenda			
.....			
Meeting Participants			
	Name / Surname	Unit/Title/ Signature	
1-			
2-			
3-			
4-			
Decisions			
Decisions		Responsible Person	Start/End Date
<b>Agenda Item: 1</b> The following decisions were taken to improve the treatment, rehabilitation and quality of life of HU and her family.			
<ul style="list-style-type: none"> <li>Disposal of all garbage in the house and field that poses a threat to human health under the responsibility of the municipality.</li> </ul>		Municipality/ CMHC	2 weeks
<ul style="list-style-type: none"> <li>Applying to the civil court of peace with the request of urgent treatment of two parents who show psychotic findings and whose conditions are considered to pose a risk to their health and that of their environment, but who have a refusal of treatment under Articles 432-433 of the TMK.</li> </ul>		CMHC/ Provincial Directorate of Health/Civil Court of Peace	1 day
<ul style="list-style-type: none"> <li>Until the family's evaluation and treatment process is completed, the couple's children are evaluated by the Disabled Services Unit of the Provincial Directorate of Family, Labor and Social Services in terms of the accommodation and care needs of H.U.</li> </ul>		MoFLSS Provincial Directorate / CMHC	1 week
<ul style="list-style-type: none"> <li>Applying to the court to evaluate options such as provision of essential life items, empowering the family, providing functionality and appointment of assisted decision-making on issues such as money management until improvement is achieved.</li> </ul>		CMHC/Civil Court of Peace/ MoFLSS Provincial Directorate/ Social Solidarity Foundation/ Municipality	3 months

## The Use of Provincial Coordination Committee Collaboration Diagrams Through a Sample Case Presented

B.Y. is 38 years old and has 4 children. Her children are at the age of 4, 8, 14, and 17. She was diagnosed with Bipolar Disorder in 2009. B.U. was frequently admitted to the hospital due to irregular use of medication between the years 2009 – 2017. She had intense arguments with her husband due to frequent episodes, hospitalization, the length of duration of stay in the hospital, and the harm she did to others and her environment. When B.Y. who went to visit her family residing out of town returned home in 2017, her husband stated that she couldn't get home, he had suspension decision from the court, he didn't want live with her anymore and she had to leave home and that he filed for divorce. B.Y. who sought support from public institutions as she didn't have a place to stay was admitted to women's guest house by the Provincial Directorate of Family, Labour and Social Services. As a consequence of approximately 2 weeks of staying in the guest house, she had an episode and was admitted to the hospital.

After nearly 3 weeks of treatment process in the facility, B.Y. is discharged with a condition of partial wellbeing and is taken back to the guest house. The fact that she couldn't see her children, housing problems, unemployment, her sense of being confined in the guest house, divorce process, desperation, and despair for the future increases the thought of self-harm, which ended up her being hospitalized to the psychiatry service 8 times in a year.

### Summary:

As a consequence of the problems B.Y. experienced due to her condition, her husband filed for divorce and had suspension decision. Her husband didn't let her see their children.

She faced housing problem and stayed in the guest house.

B.Y. was unemployed and didn't have financial support.

She was admitted to hospital with bipolar disorder and acute exacerbation 8 times in a year.

## **Provincial Coordination Committee Interventions**

### **Housing**

Short term:

She was provided with housing in a women guest house

Long Term:

An affordable apartment was searched accompanied by the Social Worker and a 1+1 house rented. The municipality informed that they could provide clothing, food and some furniture and these goods were procured in cooperation with the municipality. The house was ready to reside in a week with the goods and food support of the municipality and B.Y. was settled in her house.

### **Health**

B.Y. who was followed regularly maintained her life without being hospitalized and having an episode in a year.

### **Social Assistance and Rights**

The Social Assistance and Solidarity Foundation informed that they could provide financial aid and rent allowance for her for a period of 6 months, however, the amount would be limited to 500 TL.

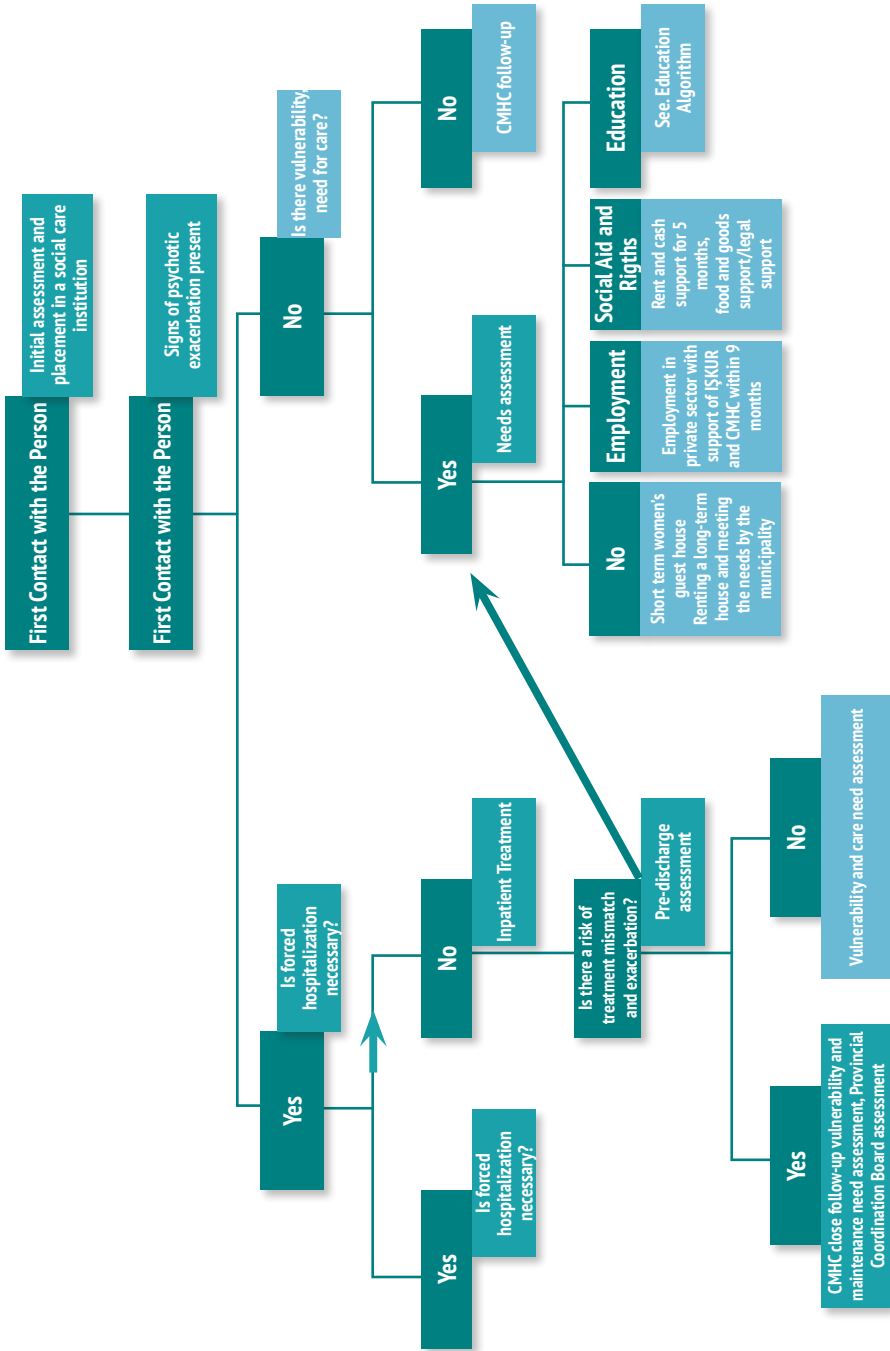
### **Employment**

The CMHC referred her to job interviews with the Social Worker and she started working in the private sector in 9 months.

### **Other**

B.Y. was provided with legal aid by contacting with the Bar Association in accordance with the suggestions made in the provincial coordination committee meeting. B.Y. was enabled to see her children legally with the legal aid taken from the Bar Association.

# Sample Use of Collaboration Algorithms



## ANNEX 2: Meeting Minutes

MEETING MINUTE			
<b>Date:</b>	<b>Hours:</b>	<b>Location:</b>	<b>Number of Meetings:</b>
<b>The Person Who Prepared The Report</b>			
<b>Subject of Meeting</b>			
Agenda Topics			
1-			
2-			
3-			
4-			
5-			
Topics Discussed From The Agenda			
.....			
Participants			
	Name / Surname	Unit/Title/ Signature	
1-			
2-			
3-			
4-			
5-			
6-			
7-			
8-			
9-			
10-			
11-			
<b>Decisions</b>			
Decisions		Responsible Person	Start / End Date



## ANNEX 3: Sample Presentations Regarding Institutions

It is suggested to make presentations during the CMHC Provincial Coordination Committee meetings to introduce the activities of the institutions. By the nature of community based mental health services, it is required to carry out multisectoral work. Presentations on the activities of the institutions will contribute to

- The understanding of duties, authorities, capacities, and limitations of the institutions,
- Effective and efficient conduct of community-based mental health services,
- Sharing ideas within the framework of the experience of institutions and innovative cooperation models

### CMHC PRESENTATION

- Providing biological and psychosocial interventions to the persons with severe mental health problems to prevent being hospitalized, minimize loss of skills and ensure functional recovery.
- Providing focused support and psychoeducation for the relatives taking care of the persons with severe mental health problems.
- It is aimed to stabilize the social function and extend the time the person spends in community life.
- To form close cooperation with the primary care health institutions and hospital units.
- To coordinate with other institutions and organizations providing community services (municipality, Provincial Directorate of FLSS, Turkish Employment Agency, foundations, non-governmental organizations, etc.) in order to maximize the support for the persons and their families.
- To contribute to reduce to the tendency of stigmatize in relation to mental disorders in the society.

## Sample CMHC Presentation

The purpose of these presentations is to explain the activities carried out by the CMHC regarding community based mental health services in line with the directive and working guidelines and the CMHC's role to the provincial coordination members. The awareness of the importance of inter-agency cooperation in the implementation of community-based mental health services and the need to provide services with a systematic coordination should be emphasized in the presentation.

When describing the services of CMHC, it is recommended to express the issues specific to your province and your expectations from other institutions.

In your presentation, it is recommended to emphasize community-based mental health services, the role of TRSM and inter-institutional cooperation.

## ..... Community Mental Health Center

Provincial Coordination Committee Meeting

*In this presentation, it is aimed to provide information on the legislation, target group and the activities of the CMHC.*

### **Aim and Targets of Community Mental Health Centers**

- Providing biological and psychosocial interventions to the persons with severe mental health problems to prevent being hospitalized, minimize loss of skills and ensure functional recovery.
- Providing focused support and psychoeducation for the relatives taking care of the persons with severe mental health problems.
- It is aimed to Stabilizing the social function and extending the time the person spends in community life.

*While explaining the aims and targets of CMHCs, you may use the definitions in the slide from the CMHC working guidelines.*

### **Aim and Targets of Community Mental Health Centers**

- To form close cooperation with the primary care health institutions and hospital units,
- To coordinate with other institutions and organizations providing community services (municipality, Provincial Directorate of FLSS, Turkish Employment Agency, foundations, non-governmental organizations, etc.) in order to maximize the support for the persons and their families.
- To contribute to reduce to the tendency of stigmatize in relation to mental disorders in the society.

*While explaining the aims and targets of CMHCs, do not forget to underline their cooperation with other institutions.*

CMHCs are in line with the community-based understanding of mental health set out in the Mental Health Action Plan for the years 2011-2023 and are opened according to the objectives set out in this plan.

..... units of CMHC is planned in our province/ district according to the mental health action plan.



*For the province which you are presenting for, please include the number of planned CMHCs*

Our center located at .....  
..... was established in  
.....

We have;

- ... Psychiatric specialists
- ... Nurses
- ... Psychologists
- ... Social Workers
- ... Ergotherapists

*During the conduct of community based mental health services, different problems might be faced from each province as well as the capacities of the institutions may vary. In this slide, it is recommended to underline the resources specific for your province.*

### **CMHC Services**

In our center, we provide the following services to a total of ..... service users according to their individual needs\* :

- Psychoeducation
- Occupational Therapy Job
- Group therapy
- Mobile team
- .....
- .....

*Please use the examples provided in the slide to add quantitative information about the services provided.*

**The work we have carried out and planned with inter-institutional cooperation**

Institutions	What we did	What we planned
MoFLSS Provincial Directorate	.....	
MoNE/Directorate of Public Education	.....	
İŞKUR	.....	
Municipality	.....	
Provincial Directorate of Youth and Sports	.....	
Non-Governmental Organizations	.....	
Other	.....	

*By using a table like the one in the slide, please give information on planned and executed works done in terms of inter-institution collaboration.*

- CMHC meetings scheduled to be held every 3 months by the ministry have been held in our province ..... times in total since .....
- As a result of these meetings, employment of up to ..... people was provided, social conditions of ..... people were improved and joint works were made with institutions on ..... etc.

*Effective information sharing will enable to correctly determine the needs of the cases and the expectations of the institutions. Provide numeric examples on this.*

.....

**PROVINCIAL DIRECTORATE OF FAMILY,  
LABOUR AND SOCIAL SERVICES**



**SERVICES FOR  
INDIVIDUALS WITH  
DISABILITIES**

www.ahve.ea13nra.gov.tr

*It is important to share information on care services with other CMHCs in terms of correctly determining the needs and providing the proper guidance in the CMHC Provincial Coordination Committee Meetings.*



**Home Care Support for the Disabled**


**What is home care support?**  
The fees paid by the Provincial Directorate of Family, Labour and Social Services to the persons who will carry out the execution of the lives of disabled persons at home are called home care support. Home care support is not the support of disabled individuals to him, but to third parties such as relatives and guardians who take care of them.

**How one can benefit from home care support**  
Three conditions are required for disabled individuals to receive home care support.

- The average monthly income according to the number of individuals are responsible of or dependents, regardless of the total income under any name, is determined by the income test report to be less than 2/3 of the net minimum wage amount of one month.,
- In the severely disabled section of the disabled health board report, which the disabled individual will receive from the hospitals that issue the delegation report, there must be a statement that says "Yes",
- It is necessary that the disabled person should be in need of care in such a way that he cannot continue his life without the help of someone else.

www.ahve.ea13nra.gov.tr

*Persons receiving services from CMHCs often need residential care assistance. Please provide detailed information on this issue to the participants.*




### Home Care Support for the Disabled

In order to receive home care assistance, it is necessary to apply to the Provincial Directorate of Family, Labour and Social Services in the place of residence of the disabled person or to the Directorate of Social Work Center if any. Where there are no directorates, an application can be made to the district governorates.

**In our province support is provided to ..... people in the amount of ..... Turkish liras.**

www.ailevecalisma.gov.tr

*Please use the examples provided in the slide to add quantitative information about the services provided.*




### CARE SERVICES

**What are the necessary documents for the placement in official care centers?**

- Health Committee Report for the disabled.
- The decision to take under guardianship and appoint a guardian if not under custody with the decision to be taken from the relevant courts for the disabled who have not completed the age of eighteen, to be placed in the care and rehabilitation center for inpatient and permanent care, and to be placed in a care center.
- the decision to be placed under guardianship and appointed guardian if not under custody, together with the decision to be placed in a care centre and the restriction to be taken from the relevant courts for persons with disabilities who have completed eighteen years of age and are unable to attend their jobs due to mental illness or mental weakness, or who need constant assistance for their protection and care, or who need to be restricted because of endangering the safety of others

www.ailevecalisma.gov.tr

*It is important to share information on care services with other CMHCS in terms of correctly determining the needs and providing the proper guidance in the CMHC Provincial Coordination Committee Meetings.*




### BAKIM HİZMETLERİ

**Özel bakım merkezlerinden "Ücreti Bakanlık Tarafından Karşılanan Engelli" statüsünde kimler hizmet alabilir?**

Özel bakım merkezlerinden engelli sağlık kurulu raporunda "tam bağımlı engelli birey" olduğu belirtilen ve her türlü gelirler toplamı esas alınmak suretiyle hane içinde kişi başına düşen ortalama aylık gelir tutarı, asgari ücretin aylık net tutarının 2/3'ünden daha az olan engelli bireyler "Ücreti Bakanlık Tarafından Karşılanan Engelli" statüsünde hizmet alabilir. Bu statüde merkeze yerleştirilen engelli bireylerin tüm giderleri (bakım ücreti ödemesi, harçlık, giyim yardımı) Bakanlığımız tarafından karşılanmaktadır.

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*It is important for private care institutions which provide care for persons with mental disabilities to collaborate with CMHCS in terms of the follow up of the treatment process of the individuals.*




**CARE SERVICES**

**Houses of Hope**  
 In order to ensure the participation of disabled individuals in social life in our official care centers, additional units are opened to service in individual houses or apartments of disabled individuals with a maximum capacity of 6. In accordance with the positive report of the professional staff of the persons with disabilities who are receiving care services in the official care centers, it is aimed to provide their active participation in the community life and to provide their care in the houses named as "Houses of Hope" which are the additional unit of the centers.

**Day Wellness Centres**  
 It is a day service model offered to disabled people full or part-time in order to enable them to take their time and participate in social life during the day and to ensure that disabled people are cared for by their family without being separated from their environment. In order to receive care from the day wellness center, the disability report obtained by the disabled person from the Health Committee is required. The application can be made to the provincial directorates of Family, Labour and Social Services, Social Service Centers or directly to the day wellness centers.

[www.ailevecalisma.gov.tr](http://www.ailevecalisma.gov.tr)

*It is important to share information on care services with other CMHCs in terms of correctly determining the needs and providing the proper guidance in the CMHC Provincial Coordination Committee Meetings.*



**CARE SERVICES**


Official Boarding Care and Rehabilitation Centres	
Number of Institutions	
Number of Disabled Persons	

Houses of Hope	
Number of Houses of Hope	
Number of Disabled Persons	

Private Disabled Care Centres	
Number of Institutions	
Number of Disabled Persons	

[www.ailevecalisma.gov.tr](http://www.ailevecalisma.gov.tr)

*Sharing the social and economic rights of individuals with disabilities with other institutions will contribute to the awareness of institutions about these rights. Also share numerical data about the services in your province.*



**PROTECTED WORKPLACES**

**What is the purpose of protected workplaces?**  
 Protected workplaces are technically and financially supported workplaces in order to create employment environments for individuals with mental or mental disabilities who have limited opportunities to work in the labour market.


**Who can work in protected workplaces?**  
 Mentally disabled individuals who have received one of the declarations below can work in protected workplaces.

- 15 years old, registered with the Turkish Employment Agency;
- At least 40% disabled for adults,
- For children(0-18) ÇÖZGER
  - » Poor Level Special Needs (40-49),
  - » Mild Level Special Needs (50-59)
  - » Advanced Level Special Needs (60-69)
  - » Borderline Level Special Needs (70-79)
  - » Noticable Special Needs (80-89)
  - » Special Condition Requirement(90-99)

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*Sheltered workplaces could play a very important role in social inclusion. Please provide detailed information on this issue to the participants.*





## Disabled ID Card


**How to get Disabled ID Card?**

In order to obtain a disability ID card, the disabled individual must certify that he or she is 40% or more disabled by the Health Board report. If the individual with disability is under the age of 18, according to the provisions of "Regulation on Special Needs Assessment for Children" in the medical board report, Mild Level ÖVV (40-49,) Moderate Level ÖVV (50-59), Advanced Level ÖVV (60-69) It is required to include one of the levels of ÖGV (70-79), There is a Distinctive Special Requirement (80-89), There is a Special Condition Requirement (90-99). 2 photographs, ID card and the original or approved copy of the disability health board report can be applied to the Provincial Directorate of family, labour and Social Services in the province where the disabled individual resides and ID card can be obtained for the disabled.

**In our province ..... persons have Disabled ID Cards**

www.allevecalisma.gov.tr

*People who receive services from CMHCs often apply for ID cards for persons with disabilities. Providing detailed information on this issue to participants will avoid misunderstandings.*



## PROTECTED WORKPLACE


**Where to apply to obtain protected workplace status?**

An employer wishing to obtain protected workplace status should apply to the Provincial Directorate of Family, Labour and Social Services located in the province.

Protected Workplace	
Number of Workplace	
Employed Disabled Persons	

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*Transferring sheltered workplace and other supports for employment to the provincial coordination committees is critical for social inclusion.*



## INCOME TAX DEDUCTION

**Who can benefit from the disability income tax deduction?**

Service personnel with disabilities who are obliged to take care of the disabled service personnel and self-employed persons with disabilities who are obliged to take care of the disabled self-employed persons can benefit from disability income tax deduction.

**Which professions of disabled individuals who pay small business taxes benefit from income tax deduction?**

The persons who pay small business taxes, such as tailors, mechanics and carpenters, who are engaged in manufacturing, repair and small art works without entering into merchant and paid status, (the first item and auxiliary material are operated by the customer) benefit from the persons who are taxed in the simple procedure.

**What are the procedures for disabled people working in the public sector and private sector to benefit from income tax deduction?**

The disabled workers who want to benefit from income tax deduction will apply to the Provincial Directorate of Finance Offices in the provinces, the Tax Office Directorate in the districts where there is an independent Tax Office, the Tax Office Directorate in the districts where there is an independent Tax Office, and the Property Office in the other districts with a petition.

www.allevecalisma.gov.tr

*Sharing the social and economic rights of individuals with disabilities with other institutions will contribute to the awareness of institutions about these rights.*

## ANNEX 4: Provincial Coordination Committee Report Form

Province				
Report Date Range				
Problem	Definition	Planned Action	Time Frame and Responsible Person	Result

## ANNEX 5: Country Report Form

<b>SCOPE</b>	PROVINCE <input type="checkbox"/> REGION <input type="checkbox"/> TURKEY-WIDE <input type="checkbox"/> ..... (specify name)		
<b>Report Date Range</b>			
	<b>Problem Definition</b>	<b>Planned Action</b>	<b>Result</b>
<b>Province specific problems</b>	1) ..... 2) ..... 3) ..... 4) ..... 5) .....		
<b>Problems requiring intervention at the central level</b>	1) ..... 2) ..... 3) ..... 4) ..... 5) .....		
<b>Recommendations for the next reporting period</b>	1) ..... 2) ..... 3) ..... 4) ..... 5) .....		
<b>Reporters</b>			

