

## E3 Program Essential Element: Summer Hours

### Content Relevant to: E3

THIS DOCUMENT IS TO BE USED AS A GUIDANCE TOOL FOR ESTABLISHING  
SUMMER HOURS/EXPECTATION WITHIN THE E3 MODEL

**Purpose:** This guidance contains information to assist in the process of determining summer hours and expectations. This guidance provides flexible language to the current MPRs and Element Definition.

The E3 program shall be open and provide a full-time or full time equivalent mental health provider in one school building **year-round**. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.

**MPR #10:** The E3 program shall be open during hours accessible to its target population. **Provisions must be in place for the same services to be delivered during times when school is not in session. Not in session refers to times of the year when schools are closed for extended periods such as holidays, spring breaks, and summer vacation.** These provisions shall be posted and explained to clients. The mental health provider shall have a written plan for after-hours and weekend care, which shall be posted in the center including external doors and explained to clients. An after-hours answering service and/or answering machine with instructions on accessing after-hours mental health care is required. **If services are not able to continue during periods of not in session, a written plan must be communicated to MDHHS for approval.** If children or adolescents are being seen from outside of the targeted site, a policy shall exist to this effect. Provisions shall be explained to clients.

### Required:

- Provisions must be in place in the summer and a written plan approved
- When possible, services to be delivered from the same provider
- Plan communicated with clients/families

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**Summer Adjustments:** The adjustment to the program definition is that we will allow for **reduced hours in the summer** (not full-time) if the following come into play:

- Access to building is limited/unavailable
- Current caseload has significantly decreased
- Low referral (as evident by previous years)

*Keep note that if need increases or grows, you will have to accommodate and readjust schedule or plan.*

**Accessible Summer Work:**

- Adjusted days in building with telehealth from home location
- Just telehealth services at the site location/main office
- Outreach efforts/Community involvement
- Training opportunities
- Site Review Preparation
- School Programming efforts
- New school year preparation

**Clinical Considerations:** Our program exists because the communities in which we serve have lacked mental health care. Referring out to other providers in the summer months, may not be an option. To avoid disruption in the treatment process, we also want to maintain the therapeutic relationship with that same provider for continuity of care.

**REFERENCES**

Expanding, Enhancing Emotional Health (E3) Model MPR#10 from:

[E3 MPRs 712212 7.pdf \(michigan.gov\)](#)