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राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

बुधवार, 01 जनवरी, 2020 / 11 पौष, 1941

हिमाचल प्रदेश सरकार

SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT

NOTIFICATION

Shimla-2, the 19th December, 2019

No. SJE-B-A(4)-1/2019.—The Governor, Himachal Pradesh is pleased to frame the Scheme/Policy for setting up of Half Way Homes for rehabilitation of Persons who have been treated and fully recovered from Mental illness and are discharged from the Medical Institute as

per Annexure-"A". The Scheme/Policy shall come into force from the date of its publication in the official Gazette of the State of H.P.

By order,
Sd/-
(NISHA SINGH),
Additional Chief Secretary (SJ&E).

ANNEXURE "A"

SCHEME FOR SETTING UP OF HALF WAY HOME FOR PERSONS
RECOVERED FROM MENTAL ILLNESS

1. HALF WAY HOME:

Half Way Home is a less restrictive transitional living facility for persons with mental illness who are discharged as in patient from Mental Health establishment, but are not fully ready to live independently on their own or with family.

2. OBJECTIVE:

The objective of setting up of half way homes is to facilitate those Persons whose mental illness is treated and controlled after their discharge from mental hospitals and provide them with :—

- a wide range of rehabilitation services so as to achieve an optimal level of functioning for the purpose of community re- integration by establishing a reasonably stable pattern of life, alleviating the effects of institutionalization and developing their capacities to cope with daily living;
- a supportive and conducive environment for personal development and independence.

3. PROCEDURE OF ADMISSION & DISCHARGE:

The Mental Health Review Boards constituted by State Government under Sec. 73 of the Mental Health Care Act, 2017 shall be the competent authority to admit and discharge the cases in the half way home.

4. SERVICES TO BE PROVIDED IN HALF WAY HOME:

The following services will be provided to the residents:—

- (a) free accommodation, balanced diet, clothing and health care facilities;
- (b) assessment of residents for independent living, development and encourage them to relearn the forgotten life skills to help their reintegration into the society;
- (c) provide social , medical psychiatric, educational and other related services;
- (d) rehabilitation programmes including individual and group counseling;

- (e) encourage to do various chores and shall be remunerated for their services;
- (f) engage them in various occupational activities and shall be given employment counseling and lessons in financial management;
- (g) they shall have free movement within the campus, establish relationship in the community and may also move out under supervision.
- (h) implementation of need based vocational trainings with its aim to facilitate the residents for community integration;
- (i) ensuring their basic human rights are preserved.

5. IMPLEMENTING AGENCY:

The scheme of half way home will be implemented through the following:—

- (i) Non-profit making organization registered under the H.P. Societies Registration Act 2006 or Societies Registration Act, 1860.
- (ii) Charitable Trust registered under the law for the time being in force.
- (iii) Branches of Indian Red Cross Society established under Indian Red Cross Society Act XV of 1920, Subject to the following conditions:—
 - (a) The organization must have been registered under the Rights to Persons with Disability Act, 2016.
 - (b) The organization must have been working in the field of disability for a minimum period of three years prior to the request for financial assistance under the scheme. This condition can, however, be relaxed /waived off by the State Multi-disciplinary Level Grant-in-Aid Committee.

6. FINANCIAL ASSISTANCE:

- (a) For running the Half-Way Homes, applications from eligible organizations will be invited through an advertisement to be published in leading newspapers. The application on the prescribed format for financial assistance shall be submitted to the Director, Empowerment of SCs, OBCs, Minorities & Specially Abled, Himachal Pradesh through the concerned District Welfare Officer as per the procedure laid down under the Scheme "ASEEM" (A Scheme for Enabling Empowerment and Mainstreaming of Specially Abled), Chapter-Scheme of Grant-in-aid to NGOs working for Persons with Disabilities.
- (b) The Department of Social Justice & Empowerment, Government of Himachal Pradesh will provide grant-in -aid in the ratio of 90:10 to the organization as approved by State Level Multi- disciplinary Grant-in-aid Committee for running and maintenance of half-way home for 25 residents and they shall be allowed to incur the expenditure under the following heads:—

Sl. No.	Head	Annual Amount (in Rs.)
I	Recurring Expenditure	
(a)	Salary of Staff	
(i)	Residential Manager (1) @ Rs. 40,000 per month	4,80,000

	(ii)	Social Worker (1) @ Rs. 2000 per visit with four mandatory visit in a month.	
	(iii)	Medical Officer (1) @ Rs. 2000 per visit with four mandatory visit in a month.	
	(iv)	Clinical Psychologist (1) @ Rs. 2000 per visit with four mandatory visit in a month.	3,00,000 (lump-sum)
	(v)	Pharmacist or Staff Nurse (3) for 8hrs shift @ Rs. 15,000 per month.	5,40,000
	(vi)	Multipurpose Workers/Care Givers (6) Two workers for 8 hrs. shift @ Rs. 10,000 per month.	7,20,000
	(vii)	Office Assistant-cum-Accountant (1) @ Rs. 15,000 per month	1, 80,000
	(viii)	Cook (1) @ Rs. 8500 per month.	1,02,000
	(ix)	Helper (2) @ Rs. 7500 per month	1,80,000
	(x)	Sanitation & House keeper (3) for 8 hrs. shift @ Rs. 7500 per month.	2,70,000
	(xi)	Security Guard (3) for 8 hrs shift @ Rs. 8,500 per month	3,06,000
		Total. .	30,78,000
	(b)	Other	
	(i)	Health Care Medicines/ambulance etc. @ Rs.15,000 /- per month.	1,80,000
	(ii)	Building Rent as assessed by H.P. P.W.D.	3,60,000
	(iii)	Food /Clothing/Bedding etc. @ Rs. 3500/- per month x 12month x 25 residents.	10,50,000
	(iv)	Recreation	10,000
	(v)	Vocational Training	30,000
	(vi)	Contingencies	2,00,000
		Total. .	18,30,000
		Total (a) + (b). .	49,08,000
II	Non-Recurring Expenditure		
	Furniture, beds, mattresses, Kitchenware, computer hardware and other permanent articles required for setting up of half way home.		10,00,000
	Grand Total (I+II)..		59,08,000

(c) 10% of the total grant shall be borne by the implementing agency by raising funds through donations in cash or kind. Accounts of donations received shall be maintained as per procedure prescribed by the Director, Empowerment of SCs, OBCs Minorities & Specially Abled, Himachal Pradesh.

(d) Half-way Home for male and females will be set up separately.

(e) After setting up of half way home, the implementing agency shall be responsible to get it registered with the State Mental Health Authority established under the Mental

Health Care Act, 2017 and such certificate shall be displayed in conspicuous place in the home.

- (f) The implementing agency will have to maintain the common minimum standards for registration of mental health establishment of all categories as prescribed under The Mental Healthcare Rules 2018, Central Regulation 5 [U/S 122.2e with 65 (4) (a) under MH Act, 2017] as. The copy thereof is enclosed at Annexure-“B”. The implementing agency shall also be bound to adhere specific minimum standards for half-way home, if any, notified by the Central/State Government from time to time.
- (g) The implementing agency shall maintain record and reporting as prescribed by Central/ State Regulation.
- (h) While setting up the half-way home, the implementing agency shall follow the “Guidelines for Half way Homes” enclosed at Annexure-“C”

7. HEAD OF ACCOUNT :

The grant in aid released to the organizations will be debatable under Head of Account 2235- 01-202-06- Policy on Rehabilitation of Mentally Ill Cured under Demand No. 19-Social Justice and Empowerment which is subject to change from time to time.

ANNEXURE “B”

MINIMUM STANDARDS FOR MENTAL HEALTH ESTABLISHMENTS

(See Central Regulation 5 of Mental Healthcare Rules, 2018)
[U/S 122.2.e with 65 (4) (a) of Mental Healthcare Act, 2017]

The following shall be the minimum standards for registration of mental health establishments under all categories:

Standard 1.—The premises shall be well maintained and kept in good livable condition:—

- a. Concrete structure, strong enough to withstand heavy rains and moderate natural calamities.
- b. Seepage free, functional windows and doors.
- c. Lift with generator backup for areas above 4th floor.
- d. Sufficient ventilation and natural light.
- e. Sufficient illumination after sunset, good enough for reading without causing strain to the eyes.
- f. Illuminated passages leading to toilets and emergency exits during the night.
- g. Inverters for emergency lights during power failures and load shedding
- h. Periodic painting of doors, windows and walls, internal and external.

Standard 2.—The living conditions shall be comfortable:—

- a. Separate cots with mattresses, pillows, bed sheets, drawer sheets and blankets in winter.
- b. Provision of mosquito repellants or control measures in sleeping areas.
- c. Ratio of fans to beds, not less than 1:5
- d. Minimum two exits where the number of beds in a dormitory is more than 12.
- e. No sleeping cots in passages, verandas, under staircase or anywhere else except dorms/rooms
- f. Hot water for bath during winter months.

Standard 3.—Hygiene, cleanliness and sanitation shall be maintained:—

- a. Daily sweeping, swabbing and dusting of the entire premises.
- b. Sanitation maintained in all the areas including toilets and bathrooms using disinfectants.
- c. Number of toilets is not less than in the ratio of 1:5 and bathrooms not less than in the ratio of 1:10. There shall be separate toilets and bathrooms for male and female inpatients.
- d. Number of wash basins not less than 1:12 outside the toilets/bath rooms and in the dining area.
- e. Twenty four hour availability of water in wash basins, bathrooms and toilets.
- f. Weekly change of bed linen
- g. Washing of soiled linen in a clean and hygienic environment.
- h. Periodic pest control treatment and premises especially kitchen free of cockroaches and rodents.
- i. Rubbish bins in rubbish generating areas and daily disposal of rubbish.
- j. Washing and drying of plates, dishes and cutlery used for eating, cooking vessels and other soiled vessels/containers

Standard 4.—Wholesome, sumptuous and nutritive food and potable drinking water shall be provided in comfortable settings:—

- a. Well cooked, fresh, hot and hygienic food, appropriate to local food habits. Without any restriction on quantities of the food served
- b. Food shall be served on chair and table
- c. No adulteration and no contamination in provisions and food.

- d. Special meals served to those advised for patients having physical illness
- e. Breakfast, afternoon tea and two meals served at proper timings.
- f. Menu changed daily and the same items other than cereals are not repeated on the same day or next.
- g. Filtered cold water provided in summers and filtered room temperature water rest of the year.

Standard 5.—Facilities shall be provided for social, cultural, leisure and recreational activities:—

- a. Entertainment programmes, socials and excursions for inpatients.
- b. Furnished visitors' room for families coming to meet the inpatients.
- c. Facilities to inpatients for internal and external communications and freedom to receive visitors, use mobiles, send and receive mails and use any other conventional mode to communicate.
- d. Furlough to inpatients to attend weddings, funerals, other important family engagements. Standard 6. Adequate Health Professionals shall be employed to provide proper treatment.
- e. Inpatients seen on a regular basis by a mental health professional.
- f. A medical officer will be available on call 24 hrs. to meet the emergencies
- g. Trained manpower in mental health will be made available to provide mental health services
- h. Manpower resources requirement will be specified by the respective government as per the availability of local resources

Standard 7. —Other Medical and Para-Medical Staff shall be engaged as per specified requirements:—

- a. Regular visits by a qualified medical practitioner, as per the norms fixed by the state government, for checkup and treatment
- b. Tie up with a local hospital for admitting patients in case of need.
- c. Mental health nurses engaged for shift duty in conformity with the Indian Nursing Council Norms 1985.
- d. Minimum 12th pass, multipurpose workers employed, one for every 10 beds or part thereof. Standard 8. The premises shall have adequate floor space available.
- e. Separate wards for mentally ill female inpatients and mentally ill male inpatients.
- f. Minimum distance between two beds not less than 1 meter and the space at head end not less than 0.25 meter.

- g. Door width minimum 1.2 meters and minimum corridor width 2.5 meters.
- h. Ward bed and surrounding space not less than 6 sqm/ bed.
- i. Kitchen/dining area and toilet/bath block not in proximity.
- j. Common room has TV, newspapers, magazines and indoor games. The chairs provided is 1:4 ratio.
- k. OPD has, sitting arrangements for patients and accompanying family members, registration, help and cash counter(s), drinking water facilities and separate toilets for males and females.

Standard 9.—Equipment and articles shall be procured and used for inpatients as per requirements:—

- a. Medical equipment and instruments, commensurate with the scope of services and the number of beds.
- b. Equipment and inventory kept in a good usable condition.
- c. Sufficient sets of basic equipment consisting of blood pressure apparatus, stethoscope, weighing machine, thermometer etc.
- d. Anesthesia equipment for ECT.
- e. Oxygen cylinders with flow meter.
- f. Sufficient stock of drugs, medical devices and consumables.
- g. First aid box with standard contents; a daily check done for replenishments.
- h. An examination table with foot step.

Standard 10.—OPD facilities shall be provided for the treatment of persons with mental illness as out-patients:—

- a. Facilities for treating mentally ill out-patients morning and afternoon, six days a week.
- b. Out-patients provided consultation by one or more mental health professionals.
- c. Registration/help desks and billing counters managed by local language speaking staff.
- d. Prescriptions containing names of the patients, dates, names of medication, dosages, frequency, duration, name, signature and registration number of the psychiatrist in legible writing.
- e. Billing done as per the tariff fixed available to patients and their families to see. Arrangements for potable drinking water.
- f. Separate toilets for men and women.

Standard 11.—There shall be no torture, cruelty, inhuman and degrading treatment, punishment, exploitation, violence, negligence and abuse of patients

- a. No verbal, physical, sexual or mental abuse by the staff or others.
- b. No insistence on inpatients wearing uniform.
- c. No compulsion to tonsuring or cropping of hair.
- d. No compulsion to perform non-personal work; any such work given with consent, suitable remuneration paid.
- e. No regimentation in regard to sleeping hours.
- f. Safe injection practices followed as per WHO guidelines.

Standard 12.—Alternate methods shall be used in place of seclusion and restraint to de-escalate crises situations:—

- a. No chaining or roping of patients.
- b. No seclusion and no solitary confinement.
- c. Chemical and physical restrains used only to prevent inpatients from hurting themselves or others, with the permission of the head of the facility and the circumstances recorded in a separate register kept for this purpose.
- d. Nursing Staff trained to use de-escalation techniques to prevent patients from harming themselves and others.

Standard 13.—Privacy, dignity, safety and security of patients especially of women and their confidentiality shall be protected:—

- a. No discrimination based on sex, colour, creed and economic condition or on any other ground and no admission or treatment denied for any such consideration.
- b. Reasonable freedom and facility for pursuing religious beliefs.
- c. Freedom to meet or refuse to meet the visitors.
- d. Separate toilets for men and women and Sign boards displaying 'For men only' and 'For women only' in local language.
- e. Any examination or treatment of female patients done in the presence of a female attendant/female nursing staff, if conducted by male medical staff inside the hospital and vice versa.
- f. Independent lockers provided to patients to keep their personal belongings.
- g. Patients with suicidal tendency allotted a bed in a room with wall fans and without any sharp instrument or article which can be used for self-injury.
- H. All windows with grills fixed.
- i. Necessary procedures exist to meet fire and non-fire emergencies and safe exit of inpatients and others.

- j. Appropriate display of directional fire exit signage, minimum in two languages, one of which is local.
- k. All fire safety measures taken including fire prevention, detection, mitigation, evacuation, containment and mock drills.
- l. Firefighting equipment periodically inspected, chemicals replenished and kept in usable condition.
- m. Patients' case histories and records preserved and kept confidential.

ANNEXURE – "C"

GUIDE LINES FOR SETTING UP OF HALF WAY HOME FOR PERSONS RECOVERED FROM MENTAL ILLNESS

1. ACCOMMODATION :

The implementing agency will be allowed to hire a private building for Half- Way Home for 25 resident having following accommodation:—

Details of accommodation	Number of rooms/per inmate area	TOTAL AREA (in sq. ft.)
1	2	3
Manager Office	01	100
Office Room	01	100
Occupational Therapy Room	01	225
Nursing Room	01	120
3 bedded room	05 (50 Sq. ft. per resident)	750
2 bedded room	05 (50 Sq. ft. per resident)	500
Recreational Room	01	225
Dining Room	01	225
Kitchen	01	100
Pantry	01	36
Water Closet (WCs) 1:5	05 (25 Sq. ft. per resident)	75
Bath Rooms 1:5	05 (25 Sq. ft. per resident)	75
Store	02	288
Open space	For outdoor activities	Sufficient space
Residence for Manager	02 rooms (220 Sq. ft.)	345
	Kitchen (75 Sq. ft.)	
	Bath/WC(50Sq.ft.)	
	Total..	3164 Sq. ft. or
		say 3200 Sq. ft.

2. QUALIFICATION OF STAFF :

The staff to be employed or hired for Half-Way Home should have following minimum/desirable qualification:—

Sl. No.	Post	Qualification of staff
1.	Manager	Essential: Masters in Social Work Desirable: M. Phill in Psychology or M. Phill in Rehab Psychology.
2.	Social Worker	Essential: Master in Social Work Desirable: M. Phill in Psychiatric Social.
3.	Occupational therapist	Bachelor in Occupational Therapy
4.	Medical Officer	M.B.B.S.
5.	Multi purpose Worker/Care Givers	12th Class Pass
6.	Pharmacist or Staff Nurse	Diploma in Pharmacy G.N.M. or B.Sc. Nursing
7.	Office Assistant-cum-Accountant	Essential: B.Com with one year Diploma in Computer Application. Desirable: Two year experience in accountancy
8.	Cook	Middle with two years experience in cooking
9.	Helper	Middle Pass
10.	Security Guard	As per norms
11.	Sanitation & House Keeper	Primary standard pass

- The implementing agency will recruit staff by publishing advertisement in the leading news paper and candidates will be selected by a committee having external members.
- No male supporting staff shall be appointed in the Half Way Home for females.
- Induction training of newly recruited staff, orientation trainings will be organized through State/National level Institutes for newly .

3. DIET SCALE :

The inmates residing in the home shall be provided with a balanced and nutritious diet conforming of following scale:—

Sl. No.	Item	Quantity per day
1.	Atta/Rice	500 gm
2.	Pulses	100 gm
3.	Vegetables	300 gm
4.	Roots & Tubers (onion, potato, garlic and ginger)	100 gm
5.	Salt, Turmeric, Dry Chillies, Garam Masala	25 gm

6.	Ghee/Oil	50 gm
7.	Milk	250 gm
8.	Sugar	40 gm
9.	Tea leaves	05 gm
10.	Fruits	150 gm Twice a week
11.	Mutton/Chicken or Cheese	150 gm once a week

4. CLOTHING, BEDDING & OTHER ARTICLES :

(a) The residents of the Home shall be provided following items:—

Clothing	Quantity	Bedding	Quantity
Suit	Three set /year	Mattress	One
Shawl for ladies	One after 2 year	Pillow	One
Jacket for gents	One after 2 year	Pillow cover	Two every year
Woolen sweater	One after 2 year	Bed sheet	Two every year
Cotton/Woolen socks	Two pair/year	Quilt	One
Under garments	Three set/year	Quilt cover	One after 2year
Handkerchief	Three/year	Blanket	One
Shoe	One pair/year	Toiletries	Quantity
Towel	Two /year	Bathing soap	150 gm PM
Chappal	One pair/year	Toothpaste	100 GM PM
Non consumable items	Quantity	Washing powder	500 GM PM
Single bed, Almirah, Full plate, Bowl, Spoon, Glass.	One each	Tooth brush, Comb, Nail cutter Coconut oil, Bucket, Mug, Sanitary Napkins.	As per need

(b) Kitchen Items: LPG Gas including stove/ burner, weigh scale (Small & Large), ration containers, cooking utensils as per requirement, mixer/grinder, refrigerator, solar geyser, heater, fans, foot mat shall be provided as per actual needs.

5. MEDICAL CARE :

- At the time of admission of person, health card will be maintained having details of weight, height, previous history, treatment and other physical or mental health problem;
- The pharmacist or nurse on duty will regularly monitor the medical condition of each resident and will report to the Medical Officer.
- The Medical officer shall be made available on call 24 hrs. to meet emergencies. Tie up will be made with the nearby Government Hospital for said purpose.
- Half-way Home should have sufficient medical equipment to handle minor health problem including first aid kit, stock of emergency medicines and consumables and the concerned staff will be responsible for dispensing the medicines as advised by the doctor.

6. VOCATIONAL TRAININGS :

In order to prepare residents for economic independence, it shall be the responsibility of management of the institution to identify vocational training as per need/aptitude of residents

under technical input of the nearest vocational centres providing employable vocational trainings so that they can earn their livelihood after discharge from the Home.

7. SUPERVISION & MONITORING :

(1) The Implementing Agency will notify a Supervision & Monitoring Committee under the chairmanship of the President or Secretary of Implementing Agency with following members:—

- (a) Manager of the Half-way Home.
- (b) Occupational therapist.
- (c) Social Worker.
- (d) One member of Managing Committee of implementing agency.

(2) The above committee will :—

- (a) interact with inmates and ensure the quality care of residents;
- (b) plan monthly menu and activities for residents;
- (c) ensure the minimum standards/ guidelines of the scheme as prescribed are adhered properly;
- (d) ensure that accounts of grant received, residents records are maintained properly.
- (e) redress the grievances of residents and staff, if any.