

DATE: November 1, 2002

TO: Executive Staff
Program Supervisors
Authorized Administrative Staff

FROM: Donald I. Habkirk, Jr.
Executive Director

RE: **EXECUTIVE DIRECTIVE 4 / 2002**
DELETION OF POLICIES FROM THE ADMINISTRATIVE
MANUAL

The following MCCMH Administrative Policies are obsolete due to new MCCMH MCO Policies:

3-01-030	Standards for Clinical Services Documentation
7-02-020	Input from Persons Served
7-02-080	Person-Centered Planning Practice Guidelines
9-07-110	Restraint
9-07-120	Seclusion
10-03-010	Volunteers and Interns/Trainees
10-08-030	Documentation of Staff Participation in In-Service and Continuing Education Activities

Please remove them from your Administrative Manuals.

DIH:rsw

Please retain Executive Directive 4 / 2002 in your Administrative Manual following Divider "A".