

DATE: January 24, 2000

TO: Executive Staff
Area Managers
Direct Service Unit Supervisors
Contract Agency Directors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.

RE: **EXECUTIVE DIRECTIVE 1 / 2000**
Deletions from Administrative Manual

The following policies shall be deleted from the Administrative Manual because they are now incorporated in MCCMH Policy 3-01-030, "Standards for Clinical Service Documentation":

- MCCMH Policy 3-01-020, "Documents Included in Clinical Records"
- MCCMH Policy 3-04-090, "Service Progress Notes"
- MCCMH Policy 3-04-100, "Closing Summary"

DIH:rsw

Please retain this Executive Directive in your Administrative Manual following Divider "A".