

January 31, 1996

TO: Executive Staff
Agency Supervisors
Contract Agency Directors
Authorized Administrative Staff
Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.
Executive Director

RE: **EXECUTIVE DIRECTIVE 1/1996 --
DELETION OF ADMINISTRATIVE POLICIES**

The new MCCMH Policy 7-01-010, "Plan for Clinical Services," based on the reorganization of the Clinical Services Division and the revised/updated Service Unit Manuals have eliminated the need for the following policies:

MCCMH Policy 7-10-005	Glossary
MCCMH Policy 7-10-020	Southeast/Southwest Mental Health
MCCMH Policy 7-10-025	Geriatric Services
MCCMH Policy 7-10-030	Community Extended Treatment
MCCMH Policy 7-10-040	Community Placement
MCCMH Policy 7-10-050	Crisis Center
MCCMH Policy 7-10-070	Life Consultation Center
MCCMH Policy 7-10-080	PDS / Adult Day Treatment
MCCMH Policy 7-10-081	PDS / Medication Only Program
MCCMH Policy 7-10-082	PDS / Day Activity
MCCMH Policy 7-10-083	PDS/ Social-Recreation
MCCMH Policy 7-10-084	PDS / Family Consultation
MCCMH Policy 7-10-090	Assertive Community Treatment
MCCMH Policy 7-10-100	Youth Services

New MCCMH Policy 2-03-011, "Crisis Intervention Services," replaces MCCMH Policy **2-03-010**, "Management of Crisis Calls."

The revised MCCMH Policy 2-07-030, "Prescription, Administration, and Storage/Disposal of Medication," eliminates the need for MCCMH Policy **9-07-040**, "Medication Administration."

MCCMH Policy 10-00-010, "Adoption of Macomb County Personnel

Policies,” supersedes the following MCCMH policies:

MCCMH Policy 10-01-010	Employee Records
MCCMH Policy 10-01-030	Employee Status
MCCMH Policy 10-01-040	Separation from Employment
MCCMH Policy 10-02-010	Classification System
MCCMH Policy 10-03-020	Screening and Selection Process
MCCMH Policy 10-05-030	Overtime
MCCMH Policy 10-06-010	Hours and Conditions of Work
MCCMH Policy 10-06-020	Compensatory Time
MCCMH Policy 10-08-010	(Personnel Record) Inquiries
MCCMH Policy 10-08-020	Employee Inquiries
MCCMH Policy 10-09-010	Use of Personal Vehicle
MCCMH Policy 10-09-020	Use of County Vehicles

Please remove the aforementioned policies from your Administrative Manuals.

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