



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

DATE: December 6, 2007

Donald I. Habkirk, Jr.
Executive Director

TO: MCCMH Executive Staff
MCCMH Staff

BOARD OF DIRECTORS

Louis J. Burdi
Chairperson

FROM: Donald I. Habkirk, Jr.,
Executive Director

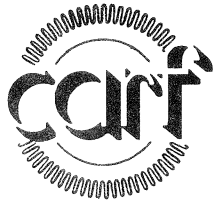
Janice A.B. Wilson
Vice-Chairperson

RE: **EXECUTIVE DIRECTIVE 8 / 2007**
DELETION OF ADMINISTRATIVE POLICIES

Joan Flynn
Secretary-Treasurer

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

The Administrative policies from Chapter 9 (HIPAA Compliance: Privacy and Security Rules) and Chapter 11 (Corporate Compliance) are now obsolete due to their placement in the MCO Manual under Chapter 10, Directly-Operated Program Management. Each policy has retained its own title – just the policy number has changed. The deleted administrative policies and their corresponding MCO policy numbers are as follows:



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Organization



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DELETED ADMINISTRATIVE POLICY	IMPLEMENTED MCO POLICY AND (RETAINED) TITLE
9-09-010	10-310, "Notice of Privacy Practices"
9-09-020	10-315, "Business Associates"
9-09-030	10-320, "Designated Record Set"
9-09-040	10-325, "Minimum Necessary HIPAA Privacy"
9-09-050	10-330, "Individual's Right to Restrict Disclosures on the Use of Personal Health Information"
9-09-060	10-335, "Consumer Access to Clinical Records"
9-09-070	10-340, "Individual's Right to an Accounting of Disclosures"
9-09-080	10-345, "Individual's Right to Confidential Communications"

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman District 23 Chairman	Dana Camphous-Peterson District 18 Vice-Chair	Leonard Haggerty District 21 Sergeant-At-Arms
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Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

EXECUTIVE DIRECTIVE 8 / 2007, "Deletion of Administrative Policies"

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DELETED ADMINISTRATIVE POLICY	IMPLEMENTED MCO POLICY AND (RETAINED) TITLE
9-09-090	10-350, "Privacy Complaint Process"
9-09-100	10-355, "Privacy Training"
9-09-105	10-360, "Staff Protected Health Information"
9-10-010	10-410, "Security Overview"
9-10-020	10-415, "Security Audits"
9-10-030	10-420, "Periodic Evaluation"
9-10-040	10-425, "Security Awareness Training"
9-10-050	10-430, "Security Incident Reporting Process"
9-10-060	10-435, "Investigation / Disciplinary Actions"
9-10-070	10-440, "Access Control"
9-10-080	10-445, "Device Media Control"
9-10-090	10-450, "Workforce Security"
9-10-100	10-455, "Virus Protection"
9-10-110	10-460, "Password Management"
9-10-120	10-465, "Facility Security"
9-10-140	10-470, "Contingency Plans"
11-01-010	10-510, "Reporting Complaints / Non-Retaliation"
11-01-020	10-515, "Internal Reporting Mechanism"
11-01-030	10-520, "Investigations / Disciplinary Actions"
11-01-040	10-525, "Training and Education"

Executive Directive 8 / 2007 will be viewable on the MCCMH Intranet under MCCMH Policies, Administrative Manual, Executive Directives. The MCCMH Administrative and MCO Policy Manual website pages will be updated accordingly.

DIH:lfm