

Chapter: **ADMINISTRATION**
Title: **POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW**

Prior Approval Date: 8/18/05
Current Approval Date: 08/07/24

Proposed by: Traci Smith 08/06/2024
Chief Executive Officer Date

Approved by: Al Lorenzo 08/07/2024
County Executive Office Date

I. ABSTRACT

This policy establishes the formal guidelines that Macomb County Community Mental Health (MCCMH), an official agency of the County of Macomb, shall use to develop and revise policies to meet evolving contractual and regulatory requirements.

II. APPLICATION

This policy shall apply to all directly operated and contract network providers of MCCMH.

III. POLICY

It is the policy of the Macomb County Office of the County Executive and MCCMH to have an established MCCMH Policy Manual which contains policies for operating standards and procedures. All policies proposed for adoption and inclusion in the MCCMH Policy Manual shall be developed in accordance with the standards prescribed below.

IV. DEFINITIONS

A. Executive Directive

A document issued by the Chief Executive Officer which may contain statements of policy, standards, definitions, procedures, references, and exhibits. Executive directives may be issued in response to specific issues including but not limited to the health, safety, or welfare of persons served or staff and may serve as an interim policy with a specified time limit. An executive directive remains in effect until or unless it is replaced by a promulgated policy or rescinded by the Chief Executive Officer.

B. Policy

A formally adopted document that establishes a framework of objectives and principles that, based on contractual and regulatory requirements, align all policy decisions with the mission and vision of Macomb County Community Mental Health (MCCMH). All policies require

approval from the Macomb County Office of the County Executive.

C. Procedure

A document of action-oriented guidelines that outlines the necessary steps and sequence of steps to achieve a desired outcome. Procedures may continually evolve to accommodate regulatory, contractual, and programmatic changes.

D. Promulgation

The formal publication of policies to notify agencies, team members, and interested parties of the implementation of approved policies.

V. STANDARDS

- A. All policies contained in the MCCMH Policy Manual, including executive directives, shall be reviewed on a defined and regular basis and revised as needed to meet contractual and regulatory requirements.
- B. All policies shall conform to and comply with the MCCMH Policy Manual and be approved by the Macomb County Office of the County Executive and the MCCMH Chief Executive Officer, acting as the MCCMH Board's designee.
- C. Policies and procedures shall be developed using the approved MCCMH templates and following the standard processes for development and implementation. Such processes are further depicted in MCCMH's Process for Policy and Procedural Development.
- D. All MCCMH policies and executive directives shall be maintained on the MCCMH Intranet website and the MCCMH public website, as appropriate.
- E. Each MCCMH policy shall be assigned to an MCCMH department. The Chief or Director of that department shall be responsible for the regular review and revision of policies assigned to their department., which includes coordination with other departments and the appropriate subject matter experts on any necessary revisions.
- F. Policies proposed for adoption or re-issuance in a revised form shall be sent to the MCCMH Policy Administrator. The Policy Administrator shall review the changes, formalize the content, and send the policy draft to the MCCMH Chief Executive Officer for formal review. The internally approved policy is then sent to the Macomb County Office of the County Executive for formal approval.
- G. All network providers shall maintain internal operating policy manuals which include standard operating procedures that comply with MCCMH policies.
- H. MCCMH shall promulgate formally approved policies by electronically placing new or revised policies, executive directives, and applicable procedures on the MCCMH Intranet and the MCCMH website.

- I. Notice of formally approved policies shall be promulgated to the MCCMH network through MCCMH workforce update emails, provider meetings, provider newsletters, and/or email notice.
- J. Any portion of MCCMH policies or executive directives found to contradict laws or administrative rules shall be considered null and void.

VI. REFERENCES / LEGAL AUTHORITY

The Macomb County Charter

VII. EXHIBITS

MCCMH Process for Policy and Procedural Development