

Chapter: Clinical Practice
Title: Self-Management Tools and Selection

Prior Approval: N/A

Current Approval: 10/20/2026

Proposed by:	<u>Traci Smith</u>	<u>10/20/2026</u>
	Chief Executive Officer	Date
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I. ABSTRACT

This policy establishes the standards of Macomb County Community Mental Health (MCCMH), an official agency of the County of Macomb, for maintaining self-management tools that help persons served understand health risks, manage health concerns, and take steps to maintain or improve health. This policy describes how MCCMH selects, develops, reviews, approves, makes available, and monitors those tools.

II. APPLICATION

This policy shall apply to direct and contracted providers of MCCMH.

III. POLICY

It is the policy of MCCMH that providers utilize self-management tools that help members understand health risks, manage health concerns, and take steps to maintain or improve health.

IV. DEFINITIONS

None.

V. STANDARDS

The Clinical Department identifies a person served need or required topic and determines whether an existing evidence-based tool is appropriate or a new tool is needed. The need may be identified by data that is collected through HEDIS measures, committee discussions, needs assessments, and member identified concerns. Before selection or release, the tool owner

documents the intended audience, topic, evidence source, clinical review, accessibility and language considerations, delivery method, version, approval, and review date. Tools are selected from recognized clinical or public health sources or are reviewed by qualified subject-matter practitioners against current evidence. MCCMH does not present a tool as evidence-based unless its supporting source and review are documented.

VI. PROCEDURES

The tool owner reviews each tool at least every two years and sooner when evidence, safety guidance, or person served needs change. The owner documents the sources reviewed, decision to retain or revise the tool, approval, effective date, and version history. Retired or superseded materials are removed from member-facing channels or clearly marked as obsolete.

A. Availability and member access

The responsible program owner ensures person served can access each approved tool through the channel identified for that tool, such as the person served portal, an accessible digital service, or a clinician-provided resource. Access instructions must be clear, accessible to persons served with disabilities, and available in appropriate languages. When a digital tool is used, the owner retains dated screenshots or equivalent records showing the member-facing content and route to access it.

B. Monitoring and records

MCCMH retains the approved tool, evidence citations, review and approval record, version history, access instructions, and proof of availability. Utilization reports may supplement these materials but do not substitute for the tools themselves.

C. Responsibilities

Clinical Department: owns the evidence review, tool approval record, and content updates.

MCCMH, through the facilitation of the Clinical Department, maintains member-facing access through newsletters and retains dated availability evidence.

Program owner: reviews coverage of all required topics and escalates gaps for action.

VII. REFERENCES / LEGAL AUTHORITY

None.

VIII. EXHIBITS

None.

Annual Revision Attestation/Revision History

Revision #	Review Date	Revision Summary/Policy Update Notice Date	Reviewer/Department