

DATE: December 27, 1999

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

FROM: Donald I. Habkirk, Jr.

RE: **EXECUTIVE DIRECTIVE 3 / 1999**  
**Deletions from Administrative Manual**

The following policies shall be deleted from the Administrative Manual because they relate to formats for assessments and are now exhibits in MCCMH Policy 2-11-012, "Assessment Services":

- MCCMH Policy 3-04-20, "Psychiatric Evaluation"
- MCCMH Policy 3-04-050, "Psychological Testing"
- MCCMH Policy 3-04-110, "Occupational Therapy Assessment"
- MCCMH Policy 3-04-120, "Health Assessment"
- MCCMH Policy 3-04-150, "Psychological Rehabilitation / Clubhouse Assessment"
- MCCMH Policy 3-04-170, "Nutritional Assessment"

The following policies shall be deleted from the Administrative Manual because they relate to documents which are no longer in use:

- MCCMH Policy 3-04-010, "Intake Assessment"
- MCCMH Policy 3-04-030, "Client Medication History"
- MCCMH Policy 3-04-040, "Psychosocial Assessment"
- MCCMH Policy 3-04-045, "Psychosocial/Client Services Management Assessment"
- MCCMH Policy 3-04-060, "Client Services Management Assessment"
- MCCMH Policy 3-04-070, "Individual Plan of Service"
- MCCMH Policy 3-04-071, "Individual Plan of Service Addendum"
- MCCMH Policy 3-04-080, "Quarterly Report"

- MCCMH Policy 3-04-130, "Substance Abuse Screening Inventory"
- MCCMH Policy 9-06-060, "Medical Services"

DIH:rsw

Please retain Executive Directive 2/1999 in your Administrative Manual following Divider "A".