

DATE: September 13, 2002

TO: Executive Staff  
Program Supervisors  
Authorized Administrative Staff

FROM: Donald Habkirk,  
Executive Director

RE: **EXECUTIVE DIRECTIVE 3 / 2002**  
**DELETION OF POLICIES FROM THE ADMINISTRATIVE MANUAL**

The following MCCMH Administrative Policies are obsolete due to new MCCMH MCO Policies:

1-02-010	Compliance with Laws and Regulations
1-02-020	Compliance with Software Licenses and Laws
2-01-010	Prevention Services in Macomb County
2-01-020	Collaborative Community Planning
2-02-010	Provision and Distribution of Membership Information
2-10-011	Casemanagement Services
2-10-012	Supports Coordination
3-04-140	Informed Consent for Psychotropic Medication
5-04-010	Fire Safety in Residential Settings
5-04-020	Smoking – MCCMH / County Facilities
5-04-030	Emergency Preparedness Plan
5-04-040	Emergency Procedures - County Vehicles
5-04-041	Use and Maintenance of County / Personal Vehicles
5-04-042	First Air/Safety Equipment - County Vehicles
5-04-050	Person-Centered Process and the Role of Health and Safety Considerations
5-04-060	In-Home Services Safety Training
5-04-070	Alcohol and Drug-Free Administrative and Service Sites
5-05-030	Procurement of Specialized Residential Facilities
5-05-035	Procurement of Goods and Services
5-06-010	Contract Provider Appeals
5-06-020	Direct-Operated Program Provider Appeals
7-02-035	Recipient Referrals to MCCMH
7-02-050	Resolution of Consumer/Provider Disagreements

7-02-090	Prohibition Against Denial of Services Due to Inability to Pay
7-02-130	Service Referrals / Recommendations, Coordination of Care, and Follow-Up
9-01-010	Authorization & Functions
9-01-020	Rights Functions of the Executive Director
9-01-030	Recipient Rights Director
9-01-035	Rights Advocacy/Monitoring
9-01-040	Recipient Rights Training
9-01-060	Qualifications & Training for Recipient Rights
9-01-070	Local Dispute Resolution Process
9-01-080	Second Opinion
9-02-010	Committee Authorization
9-03-021	Critical ORR / QA Indicator Review Report Monitoring
9-03-061	Critical ORR / QA Indicator Review Reports
9-04-005	Recipient Rights Protection Standards
9-05-010	Recipient Rights Investigation
9-05-020	Recipient Request to Appeal Findings
9-05-030	Absence of Recipient Rights Director
9-05-040	Administrative Review
9-05-050	Harassment Following RR Activity
9-06-005	Bill of Rights / Bill of Responsibilities
9-06-006	Dignity/Services Suited to Condition/Humane Environment/Least Restrictive Treatment Environment
9-06-010	Privileged Communications
9-06-020	Abortion, Contraception, Sterilization
9-06-030	Fingerprinting, Photographing, Audio / Video Taping, and 1-Way Viewing
9-06-040	Release of Verbal Communications
9-06-070	Services for Recipients Affected By Physical Barriers
9-06-080	Recipient Labor
9-06-090	Recipient Abuse / Neglect
9-06-100	Informed Consent for Service
9-06-110	Informed Consent for Psychotropic Medication
9-06-140	Choice of Mental Health Professional
9-07-010	Freedom of Worship and Belief
9-07-020	Treatment by Spiritual Means
9-07-030	Resident's Right to Access
9-07-050	Comprehensive Examinations
9-07-060	Change in Type of Treatment
9-07-080	Resident's Property and Funds
9-07-090	Freedom of Movement
9-07-100	Communication: Phone, Mail
9-07-130	Release of Clinical Records to Michigan Protection and Advocacy Services
9-08-010	Duty to Warn Third Parties
10-04-010	Evaluation of Employees
10-06-020	Overtime and Compensatory Time
10-07-010	Training and Development Program

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10-11-010	Conference Attendance / Travel
10-12-010	Personal Use / Personal Gain
10-20-010	Conflict of Interest
10-20-020	Supplemental Employment

Please remove them from your Administrative Manuals.

DIH:rsw

Please retain Executive Directive 3 / 2002 in your Administrative Manual following Divider "A".