

DATE: May 16, 2001

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

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

RE: **EXECUTIVE DIRECTIVE 1 / 2001**
Use of MCCMH #289, Acknowledgment and Consents

Effective immediately, use of the following documents is discontinued:

Acknowledgment of Receipt of Membership Information (MCCMH #280)
(contained in MCCMH Policy 2-01-012, "Distribution of Membership Information")

Fee Agreement (MCCMH #225)
(contained in MCCMH Policy 4-20-010, "Determination of Financial Liability")

Informed Consent for Service (MCCMH #112)
(contained in MCCMH Policy 9-06-100, "Informed Consent for Service")

MCCMH #289, the Acknowledgment and Consents form, is to be used in place of the above forms – both upon admission and annually, when financial liability determination and consent for service are renewed. The definitions of the various service categories are printed on the back of page 1 of the form. Instructions for the use of MCCMH #289 are printed on the back of page 2 of the form.

DIH:rsw

Please retain Executive Directive 1 / 2001 in your Administrative Manual following Divider "A".