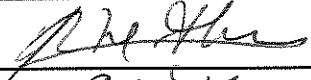
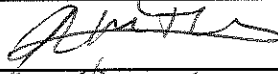




MCCMH POLICY REVIEW 2014
CLINICAL STRATEGIES AND CLINICAL IMPROVEMENT DIVISION




POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-041	Documentation of Staff Participation In Inservice and Continuing Education Activities	<i>R.M. Ylin</i>	4-24-2014
10-070	Credentialing	<i>R.M. Ylin</i>	5-11-2014
10-075	Privileging	<i>R.M. Ylin</i>	5-11-2014
10-200	Service Planning and Review	<i>R.M. Ylin</i>	5-11-2014
10-355	Privacy Training	<i>R.M. Ylin</i>	5-23-2014
10-800	Quality Concern Referral	<i>R.M. Ylin</i>	5-23-2014
12-002	Utilization Management	<i>R.M. Ylin</i>	5-23-2014
2-000	Plan for Behavioral Health Services	<i>R.M. Ylin</i>	5-23-2014
2-001	Person-Centered Planning Practice Guideline	<i>R.M. Ylin</i>	6-4-2014
2-002	Open Communications with Consumers	<i>R.M. Ylin</i>	6-10-2014
2-003	Casemanagement and Supports Coordination Services	<i>R.M. Ylin</i>	6-4-2014
2-004	Residential Placement Services Protocol	<i>R.M. Ylin</i>	6-4-2014
2-006	Service Provider Appeals	<i>R.M. Ylin</i>	6-4-2014
2-011	Integrated Dual-Diagnosis Treatment -- Co-Occurring Disorders -- Evidence-Based Practice	<i>R.M. Ylin</i>	5-29-14
2-012	Input from Persons Served	<i>R.M. Ylin</i>	5-29-14
2-013	Eligibility, Admission, Discharge	<i>R.M. Ylin</i>	5-29-14
2-014	Assessment Services	<i>R.M. Ylin</i>	5-30-14
2-025	Research and Educational Training Committee	<i>R.M. Ylin</i>	5-30-14
2-026	Jail Diversion Services	<i>R.M. Ylin</i>	5-30-14
2-031	In-Home / Community Based Services Safety Training	<i>R.M. Ylin</i>	6-2-14
2-040	ADA and Olmstead Compliance	<i>R.M. Ylin</i>	6-2-14
3-015	Mandatory Network Training	<i>R.M. Ylin</i>	6-2-14
5-002	Cultural and Linguistic Competency	<i>R.M. Ylin</i>	6-2-14

MCCMH POLICY REVIEW 2014
CLINICAL STRATEGIES AND CLINICAL IMPROVEMENT DIVISION

8-001	Quality Improvement Program		6-2-14
8-007	Record Review Process		6-2-14
8-008	Behavior Treatment Plan Review Committee		6-2-14
2-044	Evidence Based Supported Employment		6-4-2014

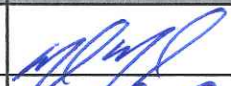














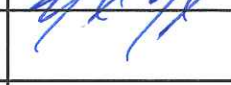

MCCMH POLICY REVIEW 2014

RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-100	Applicability of Recipient Rights Policies		4/15/14
9-110	Authorizations and Functions		4/15/14
9-120	Rights Functions of the MCCMH Executive Director		4/15/14
9-130	Recipient Rights Director		4/15/14
9-135	Rights Advocacy / Monitoring		4/14/14
9-140	Recipient Rights Training		4/14/14
9-160	Qualifications & Training for Recipient Rights Staff		4/14/14
9-170	Local Appeals		4/14/14
9-180	Second Opinion Rights		4/14/14
9-210	Committee Authorization		4/17/14
9-321	Consumer Incident, Accident, Illness, Death, or Arrest Report Monitoring		4/17/14
9-405	Recipient Rights Protection Standards		4/17/14
9-510	Recipient Rights Investigation		4/17/14
9-515	Repeated Rights Events Review Committee		4/17/14
9-520	Recipient Requests to Appeal Findings		4/17/14
9-550	Harassment Following Rights Activity		4/17/14
9-600	Informed Consent For Service		4/17/14
9-601	Informed Consent For Psychotropic Medication		4/17/14
9-604	Release of Oral / Verbal Communications		4/17/14
9-605	Bill of Rights / Bill of Responsibilities		4/17/14
9-606	Dignity / Services Suited to Condition / Humane Environment / Least Restrictive Treatment		4/18/14
9-610	Privileged Communications		4/18/14
9-620	Abortion, Contraception, Sterilization		4/18/14

MCCMH POLICY REVIEW 2014

RECIPIENT RIGHTS





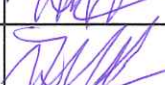
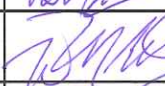
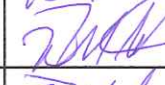
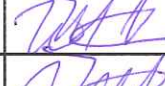


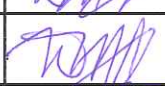


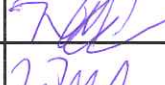
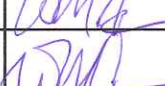
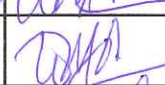
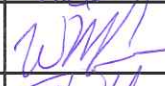





POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-630	Fingerprinting, Photographing, Audiorecording, Videorecording, and One-Way Glass Viewing		4/18/14
9-640	Choice of Mental Health Professional		4/18/14
9-670	Services for Recipients Affected By Physical Barriers		4/18/14
9-680	Recipient Labor		4/18/14
9-690	Recipient Abuse or Neglect		4/18/14
9-700	Communication: Telephone, Visiting Rights, Mail		4/18/14
9-710	Freedom of Worship and Religious Belief		4/18/14
9-720	Treatment By Spiritual Means		4/18/14
9-730	Resident's Right to Media Access		4/21/14
9-750	Comprehensive Examinations		4/21/14
9-760	Changes in Type of Treatment		4/21/14
9-780	Personal Property and Funds		4/21/14
9-790	Freedom of Movement		4/21/14
9-795	Physical Management		4/21/14
9-797	Restraint		4/21/14
9-798	Seclusion		4/21/14
9-810	Duty to Warn Third Parties		4/21/14
9-900	Release of Clinical Records to Michigan Protection and Advocacy Services		4/21/14

MCCMH POLICY REVIEW 2014

MEDICAL DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-054	Use of Tobacco in MCCMH / County Facilities	<i>my</i>	4/22/14
2-015	Psychiatric Evaluation	<i>my</i>	4/22/14
2-016	Psychiatrists' Practice in MCCMH	<i>my</i> include NPs + PAs	4/22/14
2-021	Medication / Psychiatric Services	<i>my</i> ^{NP + PA} needs overhaul -	4/22/14
2-022	PMP / Subsidized Laboratory Services	<i>my</i> *may be terminated	4/23/14
2-023	Electroconvulsive Therapy (ECT)	<i>my</i>	4/23/14
2-032	Person-Centered Process and the Role of Health and Safety Considerations	<i>my</i>	4/29/14
2-033	Advance Crisis Plan / Advance Directives	<i>my</i> Legal updates?	4/30/14
2-034	End of Life Care, Emergency Assistance, Resuscitation	<i>White, MSN, RN</i> # need Revision	4.30.14
2-042	Service Referrals/Recommendations, Coordination of Care, and Follow-Up	<i>White, MSN, RN</i> Being reviewed	4.30.14
2-051	Psychotropic Medication in Community-Based Settings	<i>my</i>	4-30-14
2-053	Psychotropic Medication for Youth in Foster Care	<i>my</i> - attachment not available	4-30-14
2-060	Professional Treatment/Monitoring	<i>my</i>	4-30-14
2-070	Medical Alert - Allergies	<i>White MSN, RN</i>	4.30.14
3-005	Pharmaceutical Company Sales Representatives at MCCMH Provider Sites	<i>my</i>	4-30-14
8-003	Reporting and Responding to Critical Incidents, Sentinel Events and Risk Events	<i>my</i>	4/30/14
8-004	Reporting and Responding to Medication Errors/Discrepancies and Adverse Drug Events	<i>White MSN, RN</i>	4.30.14
10-056	Infection Control Plan	<i>my signed</i>	6/9/14

MCCMH POLICY REVIEW 2014 INFORMATION TECHNOLOGY DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-020	Compliance with Software Licenses and Laws		4-15
10-030	Protection of Electronic Confidential Information		4-15
10-031	Expectation of Privacy, Monitoring, Prohibited Content and Use of Electronic and Telephonic		4-15
10-032	Acceptable Internet Use		4-15
10-033	MCCMH Group Alias Email Messages		4-15
10-410	Security Overview		4-15
10-415	Security Audits		4-17
10-420	Periodic Security Evaluation		4-17
10-425	Security Awareness Training		4-17
10-430	Security Incident Reporting Process		4-17
10-440	Access Control		4-18
10-445	Device Media Control		4-21
10-450	Workforce Security		4-22
10-455	Virus Protection		4-30
10-460	Password Management		4-30
10-470	Contingency Plans		4-30
			
			
			
			
			
			

MCCMH POLICY REVIEW 2014 DEPUTY DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-004	Volunteers and Interns/Trainees		5/2/14
10-006	Evaluation of Employees		5/2/14
10-008	Overtime and Compensatory Time		5/2/14
10-009	Supplemental Employment		5/2/14
10-010	Conflict of Interest		5/2/14
10-011	Personal Use / Personal Gain		5/2/14
10-012	Access to Administrative Records / Documents		5/2/14
10-015	Retention and Disposal of Non-Clinical Records		5/2/14
10-050	Emergency Preparedness Plan		5/2/14
10-051	Use and Maintenance of County / Personal Vehicles		5/2/14
10-052	Emergency Procedures -- County Vehicles		5/2/14
10-053	First Aid and Safety Equipment -- County Vehicles		5/2/14
10-055	Weapons, Alcohol and Drug-Free Workplace		5/2/14
10-435	Investigation/Disciplinary Actions -- SECURITY		5/2/14
10-510	Reporting Complaints / Non-Retaliation		5/2/14
10-515	Internal Reporting Mechanism		5/2/14
10-520	Investigations / Disciplinary Actions - COMPLIANCE		5/2/14
10-525	Training and Education - COMPLIANCE		5/2/14
2-008	Consumer Referrals to MCCMH		4/24/14
2-017	Abbreviations, Acronyms and Symbols for Record Use		4/24/14
2-018	Correction, Supplementation, or Deletion of Information From Electronic Medical Record		4/24/14
2-035	Crisis Intervention Services		4/24/14
5-008	Inclement Weather / MCCMH Board Meetings and Board Committee Meetings - Cancellation /		4/24/14

MCCMH POLICY REVIEW 2014 BUSINESS MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	<i>[Signature]</i> ^{500 notes}	5/19/14
10-315	Business Associates	<i>[Signature]</i>	5/19/14
10-320	Designated Record Set	<i>[Signature]</i>	5/19/14
10-325	Minimum Necessary HIPAA Privacy	<i>[Signature]</i> ^{500 notes}	5/16/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	<i>[Signature]</i> ^{500 notes}	5/16/14
10-335	Consumer Access to Clinical Records - Procedures	N/A	
10-340	Individual's Right to an Accounting of Disclosures	<i>[Signature]</i> ^{500 notes}	5/16/14
10-345	Individual's Right to Confidential Communications	<i>[Signature]</i> ^{500 notes}	5/16/14
10-350	Privacy Complaint Process	<i>[Signature]</i> ^{500 notes}	5/16/14
10-360	Staff Protected Health Information	<i>[Signature]</i> ^{500 notes}	5/16/14
2-007	Self-Determination		
2-010	Standards for Clinical Services Documentation	<i>[Signature]</i>	5/16/14
3-001	Audit Content and Timetable	<i>[Signature]</i> ^{500 notes}	5/19/14
3-002	Audit Follow-Up	<i>[Signature]</i> ^{500 notes}	5/19/14
3-003	Provider Manual	<i>[Signature]</i> ^{500 notes}	5/16/14
3-004	Network Application / Profiling Process	<i>[Signature]</i> ^{500 notes}	5/16/14
3-010	Evaluation and Monitoring of Delegated Functions	<i>[Signature]</i>	5/16/14
3-020	Procurement of Goods and Services	<i>[Signature]</i> ^{500 notes}	5/16/14
3-030	Procurement of Specialized Residential Facilities	<i>[Signature]</i>	5/16/14
3-031	Fire Safety in Residential Settings	<i>[Signature]</i>	5/19/14
3-032	Adoption of Macomb County Policy Regarding a Living Wage	<i>[Signature]</i>	5/16/14
8-010	Organizational Credentialing	<i>[Signature]</i>	5/17/14

MCCMH POLICY REVIEW 2014
CORPORATE COMPLIANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	<i>L. Lee MPH</i> 500 2012	5/16/14
10-315	Business Associates	<i>L. Lee MPH</i> 500 2012	5/16/14
10-320	Designated Record Set	<i>L. Lee MPH</i>	5/16/14
10-325	Minimum Necessary HIPAA Privacy	<i>L. Lee MPH</i> 500 2012	5/16/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	<i>L. Lee MPH</i> 500 2012	5/16/14
10-335	Consumer Access to Clinical Records - Procedures	N/A	
10-340	Individual's Right to an Accounting of Disclosures	<i>L. Lee MPH</i> 500 2012	5/16/14
10-345	Individual's Right to Confidential Communications	<i>L. Lee MPH</i> 500 2012	5/16/14
10-350	Privacy Complaint Process	<i>L. Lee MPH</i> 500 2012	5/16/14
10-360	Staff Protected Health Information	<i>L. Lee MPH</i> 500 2012	5/16/14
2-007	Self-Determination		
2-010	Standards for Clinical Services Documentation	<i>L. Lee MPH</i>	5/16/14
3-001	Audit Content and Timetable	<i>L. Lee MPH</i> 500 2012	5/19/14
3-002	Audit Follow-Up	<i>L. Lee MPH</i> 500 2012	5/19/14
3-003	Provider Manual	<i>L. Lee MPH</i> 500 2012	5/16/14
3-004	Network Application / Profiling Process	<i>L. Lee MPH</i> 500 2012	5/16/14
3-010	Evaluation and Monitoring of Delegated Functions	<i>L. Lee MPH</i>	5/16/14
3-020	Procurement of Goods and Services	<i>L. Lee MPH</i> 500 2012	5/16/14
3-030	Procurement of Specialized Residential Facilities	<i>L. Lee MPH</i>	5/16/14
3-031	Fire Safety in Residential Settings	<i>L. Lee MPH</i>	5/16/14
3-032	Adoption of Macomb County Policy Regarding a Living Wage	<i>L. Lee MPH</i>	5/16/14
8-010	Organizational Credentialing	<i>L. Lee MPH</i>	5/16/14

MCCMH POLICY REVIEW 2014
CORPORATE COMPLIANCE DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	<i>[Signature]</i> 500 not	5/16/14
10-315	Business Associates	<i>[Signature]</i> 500 not	5/16/14
10-320	Designated Record Set	<i>[Signature]</i>	5/16/14
10-325	Minimum Necessary HIPAA Privacy	<i>[Signature]</i> 500 not	5/16/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	<i>[Signature]</i> 500 not	5/16/14
10-335	Consumer Access to Clinical Records - Procedures	n/a	
10-340	Individual's Right to an Accounting of Disclosures	<i>[Signature]</i> 500 not	5/16/14
10-345	Individual's Right to Confidential Communications	<i>[Signature]</i> 500 not	5/16/14
10-350	Privacy Complaint Process	<i>[Signature]</i> 500 not	5/16/14
10-360	Staff Protected Health Information	<i>[Signature]</i> 500 not	5/16/14
2-010	Standards for Clinical Services Documentation	<i>[Signature]</i>	5/16/14
10-030	Protection of Electronic Confidential Information	<i>[Signature]</i>	5/16/14
10-410	Security Overview	<i>[Signature]</i> 500 not	5/16/14
10-415	Security Audits	<i>[Signature]</i> 500 not	5/16/14
10-420	Periodic Security Evaluation	<i>[Signature]</i> 500 not	5/16/14
10-425	Security Awareness Training	<i>[Signature]</i> 500 not	5/16/14
10-430	Security Incident Reporting Process	<i>[Signature]</i> 500 not	5/16/14
10-440	Access Control	<i>[Signature]</i> 500 not	5/16/14
10-445	Device Media Control	<i>[Signature]</i> 500 not	5/16/14
10-450	Workforce Security	<i>[Signature]</i> 500 not	5/16/14
10-455	Virus Protection	<i>[Signature]</i> 500 not	5/16/14
10-460	Password Management	<i>[Signature]</i> 500 not	5/16/14

