MCCMH POLICY REVIEW 2014
FINANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-060	Financial Liability Procedures	[illegible]	6/10/14
5-009	Prohibition Against Denial of Services Due to Inability to Pay	[illegible]	6/10/14
7-001	Determination of Financial Liability	[illegible]	6/10/14

MCCMH POLICY REVIEW 2014
FINANCE DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-032	Adoption of Macomb County Policy Regarding a Living Wage	[illegible]	6/10/14

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		4-24-2014
10-070	Credentialing		5-11-2014
10-075	Privileging		5-11-2014
10-200	Service Planning and Review		5-11-2014
10-355	Privacy Training		5-23-2014
10-800	Quality Concern Referral		5-23-2014
12-002	Utilization Management		5-23-2014
2-000	Plan for Behavioral Health Services		5-23-2014
2-001	Person-Centered Planning Practice Guideline		6-4-2014
2-002	Open Communications with Consumers		6-10-2014
2-003	Casemanagement and Supports Coordination Services		6-4-2014
2-004	Residential Placement Services Protocol		6-4-2014
2-006	Service Provider Appeals		6-4-2014
2-011	Integrated Dual-Diagnosis Treatment -- Co-Occurring Disorders -- Evidence-Based Practice		5-29-14
2-012	Input from Persons Served		5-29-14
2-013	Eligibility, Admission, Discharge		5-29-14
2-014	Assessment Services		5-30-14
2-025	Research and Educational Training Committee		5-30-14
2-026	Jail Diversion Services		5-30-14
2-031	In-Home / Community Based Services Safety Training		6-2-14
2-040	ADA and Olmstead Compliance		6-2-14
3-015	Mandatory Network Training		6-2-14
5-002	Cultural and Linguistic Competency		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
CLINICAL STRATEGIES AND CLINICAL IMPROVEMENT DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-032	Person-Centered Process and the Role of Health and Safety Considerations		6-10-2014
2-042	Service Referrals/Recommendations, Coordination of Care, and Follow-Up		6-9-2014

MCCMH POLICY REVIEW 2014
INTERNAL SERVICES DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-000	Plan for Behavioral Health Services	C Zorl	5-28-14
2-001	Person-Centered Planning Practice Guideline	C Zorl	5-12-14
2-002	Open Communications with Consumers	C Zorl	5-12-14
2-003	Casemanagement and Supports Coordination Services	C Zorl	5-1-14
2-004	Residential Placement Services Protocol	C Zorl	5-15-14
2-011	Integrated Dual-Diagnosis Treatment -- Co-Occurring Disorders -- Evidence-Based Practice	C Zorl	5-8-14
2-013	Eligibility, Admission, Discharge	C Zorl	5-22-14
2-014	Assessment Services	C Zorl	6-2-14
2-010	Standards for Clinical Services Documentation	C Zorl	6-3-14

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		4/16/14
9-140	Recipient Rights Training		4/16/14
9-160	Qualifications & Training for Recipient Rights Staff		4/16/14
9-170	Local Appeals		4/16/14
9-180	Second Opinion Rights		4/16/14
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
RECIPIENT RIGHTS
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
8-003	Reporting and Responding to Critical Incidents, Sentinel Events and Risk Events		4/22/14
2-051	Psychotropic Medication in Community-Based Settings		4/22/14
6-001	Release of Confidential Information-General		4/22/14
6-002	Release of Confidential Information-Alcohol and Drug Abuse		4/22/14
6-003	Release of Confidential Consumer Information-Court Orders/Subpoenas		4/22/14
6-004	Facsimile Document Transmission		4/22/14
6-005	Notice of Confidential Information		4/22/14
6-006	Consumer Access to Clinical Records		4/22/14
6-007	Clinical Records Storage and Transport		4/22/14
6-008	Retention and Disposal of Clinical Records		4/22/14

MCCMH POLICY REVIEW 2014
FACILITY MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-465	Facility Security		4/15/14

MCCMH POLICY REVIEW 2014
ACCESS DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-805	Mortality/Trauma Debriefing Process		4/17/2014
12-001	Access Management Manual		4/17/2014
2-005	Management of EPSDT Referrals		4/17/2014

MCCMH POLICY REVIEW 2014
CRISIS CENTER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-035	Crisis Intervention Services	[illegible]	4-16-2014

MCCMH POLICY REVIEW 2014
LEGAL DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
5-010	Compliance with Laws and Regulations	Kimberly Cope	4/24/14
5-011	Policy Development, Implementation and Review	Kimberly Cope	4/24/14

MCCMH POLICY REVIEW 2014
MEDICAL DIRECTOR

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

6-001	Release of Confidential Information -- General		5/5/14
6-002	Release of Confidential Information -- Alcohol and Drug Abuse		5/5/14
6-003	Release of Confidential Consumer Information -- Court Orders/Subpoenas		5/5/14
6-004	Facsimile Document Transmission		5/5/14
6-005	Notice of Confidential Information		5/5/14
6-006	Consumer Access to Clinical Records		5/5/14
6-007	Clinical Records Storage and Transport		5/5/14
6-008	Retention and Disposal of Clinical Records		5/5/14

MCCMH POLICY REVIEW 2014
DEPUTY DIRECTOR
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-032	Adoption of Macomb County Policy Regarding a Living Wage		5/2/14
10-018	Lawsuits		5/2/14
10-001	Adoption of Macomb County Personnel Policies		5/2/14
10-002	Human Resources Management / Diversity		5/2/14
10-003	Anti-Discrimination and Harassment		5/2/14
10-032	Acceptable Internet Use		5/2/14
10-470	Contingency Plans		5/2/14

MCCMH POLICY REVIEW 2014
BUSINESS MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	See notes	5/9/14
10-315	Business Associates		5/9/14
10-320	Designated Record Set		5/9/14
10-325	Minimum Necessary HIPAA Privacy	See notes	5/10/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	See notes	5/10/14
10-335	Consumer Access to Clinical Records - Procedures	N/A	
10-340	Individual's Right to an Accounting of Disclosures	See note	5/10/14
10-345	Individual's Right to Confidential Communications	See note	5/10/14
10-350	Privacy Complaint Process	See note	5/10/14
10-360	Staff Protected Health Information	See note	5/10/14
2-007	Self-Determination		
2-010	Standards for Clinical Services Documentation		5/10/14
3-001	Audit Content and Timetable	See note	5/9/14
3-002	Audit Follow-Up	See note	5/9/14
3-003	Provider Manual	See notes	5/10/14
3-004	Network Application / Profiling Process	See note	5/10/14
3-010	Evaluation and Monitoring of Delegated Functions		5/10/14
3-020	Procurement of Goods and Services	See note	5/10/14
3-030	Procurement of Specialized Residential Facilities		5/10/14
3-031	Fire Safety in Residential Settings		5/14/14
3-032	Adoption of Macomb County Policy Regarding a Living Wage		5/16/14
8-010	Organizational Credentialing		5/14/14

MCCMH POLICY REVIEW 2014
BUSINESS MANAGEMENT DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
1-001	Overview: Compliance Program/Code of Ethics		
1-002	Adoption of Macomb County Ethics Ordinance		5/16/14
2-006	Service Provider Appeals		5/16/14
10-515	Internal Reporting Mechanism	SOU NOTY	5/16/14
10-465	Facility Security	SOU NOT	5/16/14
10-410	Security Overview	SOU NOT	5/16/14
10-415	Security Audits	SOU NOT	5/16/14
10-420	Periodic Security Evaluation	SOU NOT	5/16/14
10-425	Security Awareness Training	SOU NOT	5/16/14
10-430	Security Incident Reporting Process	SOU NOT	5/16/14
10-440	Access Control	SOU NOT	5/16/14
10-445	Device Media Control	SOU NOT	5/16/14
10-450	Workforce Security	SOU NOT	5/16/14
10-455	Virus Protection	SOU NOT	5/16/14
10-460	Password Management	SOU NOT	5/16/14
10-515	Internal Reporting Mechanism	SOU NOT	5/16/14

MCCMH POLICY REVIEW 2014
CORPORATE COMPLIANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	SOO NOR	5/16/14
10-315	Business Associates	SOO NOR	5/16/14
10-320	Designated Record Set		5/16/14
10-325	Minimum Necessary HIPAA Privacy	SOO NOR	5/16/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	SOO NOR	5/16/14
10-335	Consumer Access to Clinical Records - Procedures	N/A	
10-340	Individual's Right to an Accounting of Disclosures	SOO NOR	5/16/14
10-345	Individual's Right to Confidential Communications	SOO NOR	5/16/14
10-350	Privacy Complaint Process	SOO NOR	5/16/14
10-360	Staff Protected Health Information	SOO NOR	5/16/14
2-007	Self-Determination		
2-010	Standards for Clinical Services Documentation		5/16/14
3-001	Audit Content and Timetable	SOO NOR	5/9/14
3-002	Audit Follow-Up	SOO NOR	5/9/14
3-003	Provider Manual	SOO NOR	5/10/14
3-004	Network Application / Profiling Process	SOO NOR	5/10/14
3-010	Evaluation and Monitoring of Delegated Functions		5/10/14
3-020	Procurement of Goods and Services	SOO NOR	5/16/14
3-030	Procurement of Specialized Residential Facilities		5/16/14
3-031	Fire Safety in Residential Settings		5/16/14
3-032	Adoption of Macomb County Policy Regarding a Living Wage		5/16/14
8-010	Organizational Credentialing		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	See note	5/16/14
10-315	Business Associates	See note	5/16/14
10-320	Designated Record Set		5/16/14
10-325	Minimum Necessary HIPAA Privacy	See note	5/16/14
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	See note	5/16/14
10-335	Consumer Access to Clinical Records - Procedures	n/a	
10-340	Individual's Right to an Accounting of Disclosures	See note	5/16/14
10-345	Individual's Right to Confidential Communications	See note	5/16/14
10-350	Privacy Complaint Process	See note	5/16/14
10-360	Staff Protected Health Information	See note	5/16/14
2-010	Standards for Clinical Services Documentation		5/16/14
10-030	Protection of Electronic Confidential Information		5/16/14
10-410	Security Overview	See note	5/16/14
10-415	Security Audits	See note	5/16/14
10-420	Periodic Security Evaluation	See note	5/16/14
10-425	Security Awareness Training	See note	5/16/14
10-430	Security Incident Reporting Process	See note	5/16/14
10-440	Access Control	See note	5/16/14
10-445	Device Media Control	See note	5/16/14
10-450	Workforce Security	See note	5/16/14
10-455	Virus Protection	See note	5/16/14
10-460	Password Management	See note	5/16/14

MCCMH POLICY REVIEW 2014
CORPORATE COMPLIANCE DIVISION
SECONDARY REVIEWER

2-010	Standards for Clinical Services Documentation	[illegible]	5/16/14
10-515	Internal Reporting Mechanism	[illegible] see note	5/16/14

MCCMH POLICY REVIEW 2014
HUMAN RESOURCES LIASON

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-001	Adoption of Macomb County Personnel Policies	Cindy Benard	
10-002	Human Resources Management / Diversity	Cindy Benard	
10-003	Anti-Discrimination and Harassment	Cindy Benard	
10-005	Criminal Record Checks of Prospective Employees/Independent Contractors	Cindy Benard	
5-012	Adoption of Macomb County Policy on Participation in Federal E-Verify Program	Cindy Benard	

MCCMH POLICY REVIEW 2014
EXECUTIVE DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-018	Lawsuits		06/06/14
5-000	Succession Plan -- Executive Director		06/02/14
5-004	Board Bylaws		06/06/14
5-005	Board Committees		05/28/14
5-006	Mission Statement		05/27/14
5-007	Vision Statement		05/27/14

MCCMH POLICY REVIEW 2014
CUSTOMER SERVICE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-009	see notes Consumer / Provider Grievances	Tony Valuet	5-8-14
4-001	see Madelines copies Prevention Services in Macomb County	Tony Valuet	4/15-14
4-002	* see notes. Madeline too Collaborative Community Planning	✓	4-30
4-010	Provision and Distribution of Information to Consumers	Tony Valuet	4-30-14
* see notes 4-020	Notices of Advance and Adequate Action and Appeal Rights (MEDICAID)	Tony Valuet	4-30
5-001	Accessibility	Tony Valuet	5-7-14
8-002	see notes Follow-up and Satisfaction-Consumers	Tony Valuet	5-8-14
8-006	Consumerism	Tony Valuet	5-8-14

MCCMH POLICY REVIEW 2014
CUSTOMER SERVICE DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-012	Input from Persons Served	Lony Valuet	5-8-14
2-040	ADA and Olmstead Compliance See notes	Lony Valuet	5-8-14

MCCMH POLICY REVIEW 2014
CUSTOMER SERVICE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-009	Consumer / Provider Grievances		4/30/2014
4-001	Prevention Services in Macomb County		4/30/14
4-002	Collaborative Community Planning		4/30/14
4-010	Provision and Distribution of Information to Consumers		4/30/14
4-020	Notices of Advance and Adequate Action and Appeal Rights (MEDICAID)		4/30/14
5-001	Accessibility		4/30/14
8-002	Follow-up and Satisfaction-Consumers		4/30/14
8-006	Consumerism		4/30/14

MCCMH POLICY REVIEW 2014
CUSTOMER SERVICE DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-012	Input from Persons Served		4/30/14
2-040	ADA and Olmstead Compliance		4/30/14

MCCMH POLICY REVIEW 2014
MCOSA

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
11-001	Substance Abuse Provider Manual	Randy O'Brien	6-9-14