# MCCMH POLICY REVIEW 2015 CORPORATE COMPLIANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	K Ge	7/1/18
10-315	Business Associates	K Com	7/1/15
10-320	Designated Record Set	166	7/1/15
10-325	Minimum Necessary HIPAA Privacy	16 lan	7/1/15
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	K Gr	7/11/15
10-335	Consumer Access to Clinical Records - Procedures	Kan	7/1/15
10-340	Individual's Right to an Accounting of Disclosures	V. hu	7/1/15
10-345	Individual's Right to Confidential Communications	Vien	7/1/16
10-350	Privacy Complaint Process	K log	7/2/15
10-360	Staff Protected Health Information	1. Gen	7/2/15
10-515	Internal Reporting Mechanism	V- anu	7/2/15
2-007	Self-Determination	1 Ga	1/2/15
2-010	Standards for Clinical Services Documentation	It ha	7/2/15
3-001	Audit Content and Timetable	K an	7/2/15
3-002	Audit Follow-Up	V Ga	7/2/K
3-003	Provider Manual	K Green	7/2/15
3-004	Network Application / Profiling Process	K Gran	7/2/15
3-010	Evaluation and Monitoring of Delegated Functions	K Cun	7/2/15
3-020	Procurement of Goods and Services	Kape	7/2/15
3-030	Procurement of Specialized Residential Facilities	K love	7/2/15
3-031	Fire Safety in Residential Settings	K ha	7/2/15
3-032	Adoption of Macomb County Policy Regarding a Living Wage	K Lyn	7/2/15

#### MCCMH POLICY REVIEW 2015 LEGAL DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-032	Adoption of Macomb County Policy Regarding a Living Wage	Lly	4/30/15
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# MCCMH POLICY REVIEW 2015 LEGAL DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
5-010	Compliance with Laws and Regulations	I Cop	6/30/15
5-011	Policy Development, Implementation and Review	1 am	b)
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### MCCMH POLICY REVIEW 2015 MEDICAL DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-054	Use of Tobacco in MCCMH / County Facilities	my selmo	11/18/15
2-015 🗼 🧸	Psychiatric Evaluation	ryselmo	11/18/15
2-016	Psychiatrists' Practice in MCCMH	myselmo	11/18/15
2-020	Specialized Health Care Services	nyselmo	11/18/15
2-021	Medication / Psychiatric Services	rynefno	11/18/15
2-022	PMP / Subsidized Laboratory Services	myrepro	11/18/15
2-023	Electroconvulsive Therapy (ECT)	myrifox	12/2 /15
2-032	Person-Centered Process and the Role of Health and Safety Considerations	nyvselvo	11/18/15
2-033	Advance Crisis Plan / Advance Directives	myselme	11/18/15
2-034	End of Life Care, Emergency Assistance, Resuscitation	myrefore	11/18/15
2-042	Service Referrals/Recommendations, Coordination of Care, and Follow-Up	my refus	
2-051 🖟 🗸	Psychotropic Medication in Community-Based Settings - App yourd: 8/24/15	ryselmo	12/29/15
2-053	Psychotropic Medication for Youth in Foster Care	myselmo	12/22/15
2-060	Professional Treatment/Monitoring	my selvas	11/23/15
2-070	Medical Alert - Allergies	rigorefino	12/23/15
3-005	Pharmaceutical Company Sales Representatives at MCCMH Provider Sites	myselms	12/23/15
8-003	Reporting and Responding to Critical Incidents, Sentinel Events and Risk Events	my selmo	12/23/15
8-004	Reporting and Responding to Medication Errors/Discrepancies and Adverse Drug Events	Memp	11/23/08
10-056	Infection Control Plan	rypeforo	11/23/15
10-065	Injectable Medication Documentation and Procedures	schole!	ulaster
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# MCCMH POLICY REVIEW 2015 BUSINESS MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-001	Audit Content and Timetable	C.R.O.	
3-002	Audit Follow-Up	Mith	:
3-003	Provider Manual	C. Kith	
3-004	Network Application / Profiling Process	C. Rith	
3-010	Evaluation and Monitoring of Delegated Functions	C. Airon	
3-020	Procurement of Goods and Services	( Rith	
3-030	Procurement of Specialized Residential Facilities	C. Rith	
3-031	Fire Safety in Residential Settings	C. Richa	
3-032	Adoption of Macomb County Policy Regarding a Living Wage	C. Ribs	
8-010	Organizational Credentialing	Chitis	
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# MCCMH POLICY REVIEW 2015 BUSINESS MANAGEMENT DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
1-00-1	Overview: Compliance Program/Code of Ethics	general annual state of the common the state of the common the common that the common the common that the common the common that the common th	Continue and the Continue of t
1-002	Adoption of Macomb County Ethics Ordinance	C. Arty	
2-006	Service Provider Appeals	Chits	:
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## MCCMH POLICY REVIEW 2015 CRISIS CENTER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-035	Crisis Intervention Services	Cloud	12-21-15
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## MCCMH POLICY REVIEW 2015 ACCESS DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-805	Mortality/Trauma Debriefing Process	Cland	12-21-15
12-001	Access Management Manual	C Por O	12-21-15
2-005	Management of EPSDT Referrals	C Tea o	12-21-13
		,	
13			
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# MCCMH POLICY REVIEW 2015 MCOSA

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
11-001	Substance Abuse Provider Manual	March / Bui	-12-21-15
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### MCCMH POLICY REVIEW 2015 NURSING SERVICES MANAGER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-056	Infection Control Plan	Mate	12/8/15
10-065	Injectable Medication Documentation and Procedures	Allite	12/8/5
2-020	Specialized Health Care Services	Male	12/8/5
11			
			47

## MCCMH POLICY REVIEW 2015 CUSTOMER SERVICE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-009	Consumer / Provider Grievances		11/30/15
4-001	Prevention Services in Macomb County		11/30/15
4-002	Collaborative Community Planning		11/30/15
4-010	Provision and Distribution of Information to Consumers		11/30/15
4-020	Notices of Advance and Adequate Action and Appeal Rights (MEDICAID)		11/30/15
5-001	Accessibility		11/30/15
8-002	Follow-up and Satisfaction-Consumers		11/30/15
8-006	Consumerism	A 1	11/30/15
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#### MCCMH POLICY REVIEW 2015 CUSTOMER SERVICE DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-012	Input from Persons Served	Ale	11/30/15
2-040	ADA and Olmstead Compliance		11/30/15
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# MCCMH POLICY REVIEW 2015 CUSTOMER SERVICE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-009	Consumer / Provider Grievances	Town Value	12-1-15
4-001	Prevention Services in Macomb County	Low Value	12-1-15
4-002	Collaborative Community Planning	Tow Value	12-1-15
4-010	Provision and Distribution of Information to Consumers	long Yamil	12-1-15
4-020	Notices of Advance and Adequate Action and Appeal Rights (MEDICAID)	Coa Valut	121-15
5-001	Accessibility	houx Valuet	12-1-15
8-002	Follow-up and Satisfaction-Consumers	long Valuet	12-1-15
8-006	Consumerism	Long Value	12-1-15
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#### MCCMH POLICY REVIEW 2015 CUSTOMER SERVICE DIVISION SECONDARY REVIEWER

POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
Input from Persons Served	Pour Valuet	12-1-15
ADA and Olmstead Compliance	Jany Value	12-1-15
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	Input from Persons Served	日本   1   1   1   1   1   1   1   1   1

### MCCMH POLICY REVIEW 2015 INFORMATION TECHNOLOGY DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-020	Compliance with Software Licenses and Laws	WU A	-11/25/15
10-030	Protection of Electronic Confidential Information	181/	11/25/15
10-031	Expectation of Privacy, Monitoring, Prohibited Content and Use of Electronic and Telephonic	Will	11/25/15
10-032	Acceptable Internet Use	Wald,	11/25/15
10-033	MCCMH Group Alias Email Messages	TULL	11/25/15
10-410	Security Overview	AML	11/25/15
10-415	Security Audits	Tall	11/25/15
10-420	Periodic Security Evaluation	TIME	11/25/15
10-425	Security Awareness Training	THE	11/25/15
10-430	Security Incident Reporting Process	ANY	10/25/15
10-440	Access Control	Tall,	11/25/15
10-445	Device Media Control	alli	11/25/15
10-450	Workforce Security	all	11/25/15
10-455	Virus Protection	TOUR	11/25/15
10-460	Password Management	all	11/25/15
10-470	Contingency Plans	MUL	11/25/15
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## MCCMH POLICY REVIEW 2015 EXECUTIVE DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-018	Lawsuits	1	11/18/15
5-000	Succession Plan Executive Director		11/18/15
5-004	Board Bylaws	5	ulishir
5-005	Board Committees	5	11/10/15
5-006	Mission Statement		11/18/15
5-007	Vision Statement		ואוצאון
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# MCCMH POLICY REVIEW 2015 FACILITY MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-465	Facility Security	11 1	11/18/2015
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## MCCMH POLICY REVIEW 2015 RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-100	Applicability of Recipient Rights Policies	uf held	6/1/15
9-110	Authorizations and Functions		6/1/15
9-120	Rights Functions of the MCCMH Executive Director	GO TO	6/1/15
9-130	Recipient Rights Director	in All	6/1/15
9-135	Rights Advocacy / Monitoring	and a	6/1/15
9-140	Recipient Rights Training	Mul	dela
9-160	Qualifications & Training for Recipient Rights Staff	willy)	611.
9-170	Local Appeals	Mul	6/18/
9-180	Second Opinion Rights	Mall	6/1/15
9-210	Committee Authorization	al Pull	Silve-
9-321	Consumer Incident, Accident, Illness, Death, or Arrest Report Monitoring	My	dille
9-405	Recipient Rights Protection Standards	Millell	0/1/5
9-510	Recipient Rights Investigation	if kell	dili-
9-515	Repeated Rights Events Review Committee	af Tuff	41/15
9-520	Recipient Requests to Appeal Findings	affly!	91/15-
9-550	Harassment Following Rights Activity	My	91/15-
9-600	Informed Consent For Service	affaff	0/1/15-
9-601	Informed Consent For Psychotropic Medication	May)	9/1/5
9-604	Release of Oral / Verbal Communications	Will.	dels-
9-605	Bill of Rights / Bill of Responsibilities	in Pass	dell
9-606	Dignity / Services Suited to Condition / Humane Environment / Least Restrictive Treatment	alled)	deli
9-610	Privileged Communications	Wy .	delle

# MCCMH POLICY REVIEW 2015 RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-620	Abortion, Contraception, Sterilization	Mall	Melis-
9-630	Fingerprinting, Photographing, Audiorecording, Videorecording, and One-Way Glass Viewing	affaff	44/1
9-640	Choice of Mental Health Professional	affell	delk
9-670	Services for Recipients Affected By Physical Barriers	was	9/2/6
9-680	Recipient Labor	4/10/	9/2/18
9-690	Recipient Abuse or Neglect	affell	92/15
9-700	Communication: Telephone, Visiting Rights, Mail	6 Jul	4415
9-710	Freedom of Worship and Religious Belief	in Trip	92/1
9-720	Treatment By Spiritual Means	afrill	4/2/15
9-730	Resident's Right to Media Access	well af	92/15
9-750	Comprehensive Examinations	as and	42/15
9-760	Changes in Type of Treatment	ufful)	6/2/15
9-780	Personal Property and Funds	Will	945
9-790	Freedom of Movement	a PM	6/2/1
9-795	Physical Management	as suff	6/11/15
9-797	Restraint	hilled	02/15
9-798	Seclusion	affel	delo
9-810	Duty to Warn Third Parties	May	alder
9-900	Release of Clinical Records to Michigan Protection and Advocacy Services	May	6/2/15
		1 11	

# MCCMH POLICY REVIEW 2015 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//1/	6/5/15
2-051	Psychotropic Medication in Community-Based Settings	if aff	93/15
6-001	Release of Confidential Information-General	Wall	43/1
6-002	Release of Confidential Information-Alcohol and Drug Abuse	ally	6/3/15
6-003	Release of Confidential Consumer Information- Court Orders/Subpoenas	aff of	6/3/15
6-004	Facsimile Document Transmission	mouse	93/15
6-005	Notice of Confidential Information	May	6/3/15
6-006	Consumer Access to Clinical Records	affuff	6/3/15
6-007	Clinical Records Storage and Transport	in Day	6/3/15
6-008	Retention and Disposal of Clinical Records	affull	6/3/15
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## MCCMH POLICY REVIEW 2015 HUMAN RESOURCES LIAISON

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-001	Adoption of Macomb County Personnel Policies	Cindex Genord	11/17/15
10-002	Human Resources Management / Diversity	Ceren Benord	11/11/15
10-003	Anti-Discrimination and Harassment	and General	11/17/15
10-005	Criminal Record Checks of Prospective Employees/Independent Contractors	Cender Genoral	11/17/15
5-012	Adoption of Macomb County Policy on Participation in Federal E-Verify Program	Cindy General	11/17/15
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# MCCMH POLICY REVIEW 2015 INTERNAL SERVICES DIVISION SECONDARY REVIEWER

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## MCCMH POLICY REVIEW 2015 INTERNAL SERVICES DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-040	Conference Attendance / Travel	Shul Cots	REVIEW DATE
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# MCCMH POLICY REVIEW 2015 FINANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-060	Financial Liability Procedures —	- Politica needs to	7-13-180
5-009	Prohibition Against Denial of Services Due to Inability to Pay		6-3075
7-001	Determination of Financial Liability	189	6-30-15.
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# MCCMH POLICY REVIEW 2015 FINANCE DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-032	Adoption of Macomb County Policy Regarding a Living Wage		7-13-15.
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