# MCCMH POLICY REVIEW 2017 ACCESS DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-805	Mortality/Trauma Debriefing Process	O los	11-8-17
12-001	Access Management Manual	C 2000	11-22-17
2-005	Management of EPSDT Referrals	0 20	11-20-17
4-030	Medicare Services - Decisions and Complaints	C Zero	11-8-17
12-003	CMHSP General Fund Waiting List	C Z20	11-20-17
2-019	Community Living Supports (CLS)	C Tou	11-22-17
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## MCCMH POLICY REVIEW 2017 BUSINESS MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-001	Audit Content and Timetable	1: Moselle	18-1-17
3-002	Audit Follow-Up		1
3-003	Provider Manual		The state of the state of
3-004	Network Application / Profiling Process	Contract of the Contract of th	
3-010	Evaluation and Monitoring of Delegated Functions		
3-020	Procurement of Goods and Services		
3-030	Procurement of Specialized Residential Facilities		
3-031	Fire Safety in Residential Settings		THE PARTIES AND ADDRESS OF THE PARTIES AND ADDRE
3-032	Adoption of Macomb County Policy Regarding a Living Wage		
8-010	Network Provider Credentialing and Recredentialing	<u> </u>	
8-020	Integration of Behavioral Health and Physical Health Services		

# MCCMH POLICY REVIEW 2017 BUSINESS MANAGEMENT DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
1-001	Overview: Compliance Program/Code of Ethics	Moselle	127.17
1-002	Adoption of Macomb County Ethics Ordinance		
2-006	Service Provider Appeals		
3-016	FOCUS Access Management - Contract Network Providers	W	
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#### MCCMH POLICY REVIEW 2017 CHIEF OF STAFF

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-001	Adoption of Macomb County Personnel Policies	Drow ag	11-27-17
10-002	Human Resources Management / Diversity	Mai 18	11-29-17
10-003	Anti-Discrimination and Harassment	Drew Col	11-27-17
10-005	Criminal Record Checks of Prospective Employees/Independent Contractors	Droni Con	11-27-17
5-012	Adoption of Macomb County Policy on Participation in Federal E-Verify Program	Drow Of	11-27-17
10-008	Overtime and Compensatory Time	Show Of	11-29-17
10-050	Emergency Preparedness Plan	Mai an	11-27-11
10-034	Social Media Guidelines	Draw Con	11-27-17
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### MCCMH POLICY REVIEW 2017 CORPORATE COMPLIANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
6-100	Notice of Privacy Practices	K Cha-	11/20/17
10-315	Business Associates	, ,	11/21/11
10-320	Designated Record Set		11/21/17
10-325	Minimum Necessary HIPAA Privacy		III ZA II 7
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information		11/20/17
10-335	Consumer Access to Clinical Records - Procedures		11/21/17
10-340	Individual's Right to an Accounting of Disclosures		11/72/17
10-345	Individual's Right to Confidential Communications		11/22/17
10-350	Privacy Complaint Process		11/22/17
10-360	Staff Protected Health Information		11/22/17
10-515	Internal Reporting Mechanism		11/27/17
2-007	Self-Determination		11/27/11
2-010	Standards for Clinical Services Documentation		11/27/11
3-001	Audit Content and Timetable		1177/17
3-002	Audit Follow-Up		11/27/1
3-003	Provider Manual		11/27/11
3-004	Network Application / Profiling Process		11/27/17
3-010	Evaluation and Monitoring of Delegated Functions	, , , , , , , , , , , , , , , , , , ,	nlyn
3-020	Procurement of Goods and Services	** ** ** ** ** ** ** ** ** ** ** ** **	12/1/11
3-030	Procurement of Specialized Residential Facilities		12/1/17
3-031	Fire Safety in Residential Settings		12/1/17
10-442	FOCUS Access Management		12/1/19
8-010	Network Provider Credentialing and Recredentialing	V	12/1/17

### MCCMH POLICY REVIEW 2017 CORPORATE COMPLIANCE DIVISION

3-016 FOCUS Access Management - Contract Network Providers	L	Cr	<i>k</i>	n/I/In
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# MCCMH POLICY REVIEW 2017 CORPORATE COMPLIANCE DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	K Gre-	
10-315	Business Associates	(	nholm
10-320	Designated Record Set		uhalt
10-325	Minimum Necessary HIPAA Privacy		112.117
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information		11/26/17
10-335	Consumer Access to Clinical Records - Procedures		11/20/17
10-340	Individual's Right to an Accounting of Disclosures		1177.117
10-345	Individual's Right to Confidential Communications		1. 172 117
10-350	Privacy Complaint Process		11/2/11
10-360	Staff Protected Health Information		11/22/17
2-010	Standards for Clinical Services Documentation		11/22/17
10-030	Protection of Electronic Confidential Information		11/22/17
10-410	Security Overview		11/72/m
10-415	Security Audits	·	11/22/11
10-420	Periodic Security Evaluation		11/2/17
10-425	Security Awareness Training		11/27/17
10-430	Security Incident Reporting Process		11/27/17
10-440	Access Control		11/27/17
10-445	Device Media Control		1/27/17
10-450	Workforce Security		12/1/17
10-455	Virus Protection		12/1/17
10-460	Password Management	V	12/1/17

# MCCMH POLICY REVIEW 2017 CORPORATE COMPLIANCE DIVISION SECONDARY REVIEWER

2-010	Standards for Clinical Services Documentation	K Gra	12/1/17
10-515	Internal Reporting Mechanism	1 Cm	11/27/11-7
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# MCCMH POLICY REVIEW 2017 CUSTOMER SERVICE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-009	Consumer / Provider Grievances		11-27-17
4-001	Prevention Services in Macomb County		11 -27-17
4-002	Collaborative Community Planning		11 - 27-17
4-010	Provision and Distribution of Information to Consumers		11-27-17
4-020	Notices of Advance and Adequate Action and Appeal Rights (MEDICAID)		11-27-17
5-001	Accessibility		11-27-17
8-002	Follow-up and Satisfaction-Consumers		11-27-14
8-006	Consumerism		11-2717
4-030	Medicare Services - Decisions and Complaints		11-27-17
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### MCCMH POLICY REVIEW 2017 CUSTOMER SERVICE DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-012	Input from Persons Served	A.	11-27-17
2-040	ADA and Olmstead Compliance		11-27-17
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## MCCMH POLICY REVIEW 2017 DEPUTY DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-004	Volunteers and Interns/Trainees	Jan	12/1/17
10-006	Evaluation of Employees	Jach	1
10-008	Overtime and Compensatory Time	Och/	
10-009	Supplemental Employment	ask.	
10-010	Conflict of Interest	Q.R.	)
10-011	Personal Use / Personal Gain	(Ade	(
10-012	Access to Administrative Records / Documents	Kole /	
10-015	Retention and Disposal of Non-Clinical Records	(Mala)	
10-050	Emergency Preparedness Plan	Ross	
10-051	Use and Maintenance of County / Personal Vehicles	Dan	).
10-052	Emergency Procedures County Vehicles	Add	
10-053	First Aid and Safety Equipment County Vehicles	1204	
10-055	Weapons, Alcohol and Drug-Free Workplace	Tol	>
10-435	Investigation/Disciplinary Actions SECURITY	John	12/13/17
10-510	Reporting Complaints / Non-Retaliation	QR.	1711
10-515	Internal Reporting Mechanism	W.	
10-520	Investigations / Disciplinary Actions - COMPLIANCE	N.A.	
10-525	Training and Education - COMPLIANCE	Q.R.	(
2-008	Consumer Referrals to MCCMH	John	
2-017	Abbreviations, Acronyms and Symbols for Record Use	92	
2-018	Correction, Supplementation, or Deletion of Information From Electronic Medical Record	NAC.	
2-035	Crisis Intervention Services	Ack	
5-008	Inclement Weather / MCCMH Board Meetings and Board Committee Meetings - Cancellation /		

MCCMH POLICY REVIEW 2017

6-001	Release of Confidential Information General	( /h)	12/15/1-
6-002	Release of Confidential Information Alcohol and Drug Abuse	USA	6.00
6-003	Release of Confidential Consumer Information Court Orders/Subpoenas	SIGH	
6-004	Facsimile Document Transmission	MAH.	
6-005	Notice of Confidential Information	AA	
6-006	Consumer Access to Clinical Records		
6-007	Clinical Records Storage and Transport	Q A	
6-008	Retention and Disposal of Clinical Records	404	
10-600	Urgent Behavioral Health Center - Physical Management	W T	
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# MCCMH POLICY REVIEW 2017 DEPUTY DIRECTOR SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-032	Adoption of Macomb County Policy Regarding a Living Wage		12/19/19
10-018	Lawsuits		
10-001	Adoption of Macomb County Personnel Policies	Ser J	
10-002	Human Resources Management / Diversity	Q H	
10-003	Anti-Discrimination and Harassment	VAC	
10-032	Acceptable Internet Use	Chot-	
10-470	Contingency Plans	Q04/	
4-030	Medicare Services - Decisions and Complaints	SET!	
	·		

# MCCMH POLICY REVIEW 2017 EXECUTIVE DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-018	Lawsuits	9	12/05/17
5-000	Succession Plan Executive Director	9	12/05/17
5-004	Board Bylaws	9	12/05/17
5-005	Board Committees	9	12/05/m
5-006	Mission Statement	4	12/05/17
5-007	Vision Statement	7	12/25/17
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# MCCMH POLICY REVIEW 2017 FACILITY MANAGEMENT DIVISION

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	Facility Security	1.1 July	10/11/17
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## MCCMH POLICY REVIEW 2017 FINANCE DIVISION

POLICY NUMBE	R POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-060	Financial Liability Procedures	C. Mack	12.1.17
5-009	Prohibition Against Denial of Services Due to Inability to Pay	C Mach	12.1.17
7-001	Determination of Financial Liability	C Mack	12 1.17
7-010	Claims Process	c. Mack	12-1-17
10-061	Standards for Depreciable Assets	C. Mach C. Mach C. Mach C. Mach	12.1.17 12.1.17 12.1.17 12.1.17
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# MCCMH POLICY REVIEW 2017 FINANCE DIVISION SECONDARY REVIEWER

POLICY NUMBER		REVIEWER SIGNATURE	REVIEW DATE:
3-032	Adoption of Macomb County Policy Regarding a Living Wage	C. Mack	12.1-17
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## MCCMH POLICY REVIEW 2017 INFORMATION TECHNOLOGY DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-020	Compliance with Software Licenses and Laws	W.	16/29
10-030	Protection of Electronic Confidential Information	THAT	11/29
10-031	Expectation of Privacy, Monitoring, Prohibited Content and Use of Electronic and Telephonic	MA	1/29
10-032	Acceptable Internet Use	TUN	11/29
10-033	MCCMH Group Alias Email Messages	WA	1(/90
10-410	Security Overview	W	(1/3)
10-415	Security Audits	Tall	11/30
10-420	Periodic Security Evaluation	W. The state of th	11/30
10-425	Security Awareness Training	WH	12/1
10-430	Security Incident Reporting Process	TOUN,	12/1
10-440	Access Control	and	12/(
10-445	Device Media Control	7001	12/1
10-450	Workforce Security	Tall	P/1
10-455	Virus Protection	W.C.	72/1
10-460	Password Management	WM4	12/1
10-470	Contingency Plans	TM	2/1
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## MCCMH POLICY REVIEW 2017 INTERNAL SERVICES DIVISION

POLICY NUMBER	POLICY NAME	RÉVIEWER SIGNATURE	REVIEW DATE
10-040	Conference Attendance / Travel	Slevy Cato	12-4-17
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#### MCCMH POLICY REVIEW 2017 INTERNAL SERVICES DIVISION SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
2-000	Plan for Behavioral Health Services	Struk Cuts	6-4-17
2-001	Person-Centered Planning Practice Guideline	Shew Cate	
2-002	Open Communications with Consumers	Theile Ceto	
2-003	Casemanagement and Supports Coordination Services	Shull Cato	
2-004	Residential Placement Services Protocol	Pheile Oto	Name of Contrast
2-011	Integrated Dual-Diagnosis Treatment Co- Occurring Disorders Evidence-Based Practice	Shella Cete	
2-013	Eligibility, Admission, Discharge	Rheyle Glo	Topological Control of the Control o
2-014	Assessment Services	Pheile Coto	The state of the s
2-010	Standards for Clinical Services Documentation	Duel Cuto	

#### MCCMH POLICY REVIEW 2017 LEGAL DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
5-010	Compliance with Laws and Regulations	Lhy-	11/22/17
5-011	Policy Development, Implementation and Review	Whe-	11/22/17
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#### MCCMH POLICY REVIEW 2017 MCOSA

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
11-001	Substance Abuse Provider Manual	Jeh Kliget	12/1/17
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## MCCMH POLICY REVIEW 2017 RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-100	Applicability of Recipient Rights Policies	MyD	11/4/12
9-110	Authorizations and Functions	Moss	11/6/19
9-120	Rights Functions of the MCCMH Executive Director	Mull	11/6/17
9-130	Recipient Rights Director	Mul	1/6/17
9-135	Rights Advocacy / Monitoring	The state of the s	11/6/17
9-140	Recipient Rights Training	Mell	11/0/12
9-160	Qualifications & Training for Recipient Rights Staff	1 May	1/4/17
9-170	Local Appeals	Mall	11/6/17
9-180	Second Opinion Rights	W/W/	11/6/17
9-210	Committee Authorization	Mall	11/8/12
9-321	Consumer Incident, Accident, Illness, Death, or Arrest Report Monitoring	Med	1/8/17
9-405	Recipient Rights Protection Standards	Mall	11/8/12
9-510	Recipient Rights Investigation	(And)	11/8/17
9-515	Repeated Rights Events Review Committee	MAN	11/8/17
9-520	Recipient Requests to Appeal Findings	Orde levani	11/8/17
9-550	Harassment Following Rights Activity	Mall	1/8/12
9-600	Informed Consent For Service	Will some	11/5/12
9-601	Informed Consent For Psychotropic Medication	Wall	11/5/17
9-604	Release of Oral / Verbal Communications	w/ Juff	11/9/17
9-605	Bill of Rights / Bill of Responsibilities	Mill	11/4/17
9-606	Dignity / Services Suited to Condition / Humane Environment / Least Restrictive Treatment	Mul	11/8/17
9-610	Privileged Communications	Mall	11/14/12

## MCCMH POLICY REVIEW 2017 RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-620	Abortion, Contraception, Sterilization	af Tolf	11/14/19
9-630	Fingerprinting, Photographing, Audiorecording, Videorecording, and One-Way Glass Viewing	1 fleet	11/14/17
9-640	Choice of Mental Health Professional	May	11/14/17
9-670	Services for Recipients Affected By Physical Barriers	affuff	11/14/17
9-680	Recipient Labor	if My	11/1/19
9-690	Recipient Abuse or Neglect	Mall	4/14/12
9-700	Communication: Telephone, Visiting Rights, Mail	May	NNI
9-710	Freedom of Worship and Religious Belief	alas	14/4/12
9-720	Treatment By Spiritual Means	MAL	11/14/19
9-730	Resident's Right to Media Access	The state of	1/14/17
9-750	Comprehensive Examinations	MIN	1/11/17
9-760	Changes in Type of Treatment	affreff	11/16/17
9-780	Personal Property and Funds		11/16/17
9-790	Freedom of Movement	Mall	11/16/17
9-795	Physical Management	Migh	11/16/17
9-797	Restraint	Myll	11/16/17
9-798	Seclusion	Maff	11/16/17
9-810	Duty to Warn Third Parties	Mull	11/16/17
9-900	Release of Clinical Records to Michigan Protection and Advocacy Services	The sale of the sa	1/19/17
		1' /'	,

# MCCMH POLICY REVIEW 2017 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	allul	11/02/12
2-051	Psychotropic Medication in Community-Based Settings	Myl	11/17/17
6-001	Release of Confidential Information-General	Under levan	11/12/12
6-002	Release of Confidential Information-Alcohol and Drug Abuse	Mall	11/17/17
6-003	Release of Confidential Consumer Information- Court Orders/Subpoenas	W/W/	1/11/17
6-004	Facsimile Document Transmission	May	11/12/17
6-005	Notice of Confidential Information	an Oles	11/12/12
6-006	Consumer Access to Clinical Records	Mell	11/12/12
6-007	Clinical Records Storage and Transport	MM	11/11/11
6-008	Retention and Disposal of Clinical Records	4/11	1/12/12
		1-17	
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