

MCCMH POLICY REVIEW 2018

CORPORATE COMPLIANCE DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
6-100	Notice of Privacy Practices	Kimberly Gape	11/6/18
10-315	Business Associates	"	"
10-320	Designated Record Set	"	"
10-325	Minimum Necessary HIPAA Privacy	"	"
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	"	"
10-335	Consumer Access to Clinical Records - Procedures	Kimberly Gape	11/7/18
10-340	Individual's Right to an Accounting of Disclosures	"	"
10-345	Individual's Right to Confidential Communications	"	"
10-350	Privacy Complaint Process	"	"
10-360	Staff Protected Health Information	Kimberly Gape	4/12/18
10-515	Internal Reporting Mechanism	"	"
2-007	Self-Determination	"	"
2-010	Standards for Clinical Services Documentation	"	"
3-001	Audit Content and Timetable	Kimberly Gape	4/13/18
3-002	Audit Follow-Up	"	"
3-003	Provider Manual	"	"
3-004	Network Application / Profiling Process	"	"
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	Kimberly Gape	11/19/18
10-442	FOCUS Access Management	"	"
8-010	Network Provider Credentialing and Recredentialing	"	"

MCCMH POLICY REVIEW 2018
CORPORATE COMPLIANCE DIVISION

3-016	FOCUS Access Management - Contract Network Providers	<i>Kimberly Gpa</i>	<i>11/19/18</i>
1-015	False Claims Act	"	"
1-010	Program Integrity	"	"
10-355	Privacy Training	"	"
10-450	EPHI Security	"	"

MCCMH POLICY REVIEW 2018
CORPORATE COMPLIANCE DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-310	Notice of Privacy Practices	Kimberly Gipe	11/20/18
10-315	Business Associates	"	"
10-320	Designated Record Set	"	"
10-325	Minimum Necessary HIPAA Privacy	"	"
10-330	Individual's Right to Restrict Disclosures on the Use of Personal Health Information	"	"
10-335	Consumer Access to Clinical Records - Procedures	"	"
10-340	Individual's Right to an Accounting of Disclosures	"	"
10-345	Individual's Right to Confidential Communications	"	"
10-350	Privacy Complaint Process	"	"
10-360	Staff Protected Health Information	Kimberly Gipe	11/28/18
2-010	Standards for Clinical Services Documentation	"	"
10-030	Protection of Electronic Confidential Information	"	"
10-410	Security Overview	"	"
10-415	Security Audits	"	"
10-420	Periodic Security Evaluation	"	"
10-425	Security Awareness Training	"	"
10-430	Security Incident Reporting Process	"	"
10-440	Access Control	Kimberly Gipe	11/27/18
10-445	Device Media Control	"	"
10-450	Workforce Security	"	"
10-455	Virus Protection	"	"
10-460	Password Management	"	"

**MCCMH POLICY REVIEW 2018
CORPORATE COMPLIANCE DIVISION
SECONDARY REVIEWER**

[illegible]



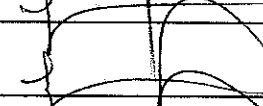

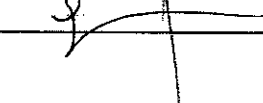

MCCMH POLICY REVIEW 2018
FINANCE DIVISION

[illegible]

ACCESS DIVISION

70

MCCMH POLICY REVIEW 2018
EXECUTIVE DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-018	Lawsuits		12/19/18
5-000	Succession Plan -- Executive Director		12/19/18
5-004	Board Bylaws		12/19/18
5-005	Board Committees		12/19/18
5-006	Mission Statement		12/19/18
5-007	Vision Statement		12/19/18

MCCMH POLICY REVIEW 2018
BUSINESS MANAGEMENT DIVISION
SECONDARY REVIEWER

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
1-001	Overview: Compliance Program/Code of Ethics	<i>C. Moselle</i>	12/1
1-002	Adoption of Macomb County Ethics Ordinance	<i>C. Moselle</i>	12/1
2-006	Service Provider Appeals	<i>C. Moselle</i>	12/1
3-016	FOCUS Access Management - Contract Network Providers	<i>C. Moselle</i>	12/1
3-015	Contract Provider Mandatory Training and Workforce Development	<i>C. Moselle</i>	12/1

MCCMH POLICY REVIEW 2018
BUSINESS MANAGEMENT DIVISION

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
3-001	Audit Content and Timetable	C. Morella	11-30
3-002	Audit Follow-Up	C. Morella	11-30
3-003	Provider Manual	C. Morella	11-30
3-004	Network Application / Profiling Process	C. Morella	11-30
3-010	Evaluation and Monitoring of Delegated Functions	C. Morella	11-30
3-020	Procurement of Goods and Services	C. Morella	11-30
3-030	Procurement of Specialized Residential Facilities	C. Morella	11-30
3-031	Fire Safety in Residential Settings	C. Morella	11-30
3-032	Adoption of Macomb County Policy Regarding a Living Wage	C. Morella	11-30
8-010	Network Provider Credentialing and Recredentialing	C. Morella	11-30
8-020	Integration of Behavioral Health and Physical Health Services	C. Morella	11-30

MCCMH POLICY REVIEW 2018
MCOSA

[illegible]

**MCCMH POLICY REVIEW 2018
INTERNAL SERVICES DIVISION
SECONDARY REVIEWER**

[illegible]

CRISIS CENTER

[illegible]

2000

[illegible]

11-30-2018

MCCMH POLICY REVIEW 2018

MEDICAL DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-054	Use of Tobacco in MCCMH / County Facilities	<i>myrefms</i>	11/27/18
2-015	Psychiatric Evaluation	<i>myrefms</i>	11/27/18
2-016	Psychiatrists' Practice in MCCMH	<i>myrefms</i>	11/27/18
2-020	Specialized Health Care Services	<i>myrefms</i>	11/27/18
2-021	Medication / Psychiatric Services	<i>myrefms</i>	11/27/18
2-022	PMP / Subsidized Laboratory Services *	<i>myrefms</i>	11/27/18
2-023	Electroconvulsive Therapy (ECT)	<i>myrefms</i>	11/27/18
2-032	Person-Centered Process and the Role of Health and Safety Considerations	<i>myrefms</i>	11/27/18
2-033	Advance Crisis Plan / Advance Directives *	<i>myrefms</i>	11/27/18
2-034	End of Life Care, Emergency Assistance, Resuscitation	<i>myrefms</i>	11/27/18
2-042	Service Referrals/Recommendations, Coordination of Care, and Follow-Up	<i>myrefms</i>	11/27/18
2-051	Psychotropic Medication in Community-Based Settings *	<i>myrefms</i>	11/27/18
2-053	Psychotropic Medication for Youth in Foster Care	<i>myrefms</i>	11/27/18
2-060	Professional Treatment/Monitoring	<i>myrefms</i>	11/27/18
2-070 <i>Tammy review</i>	Medical Alert - Allergies <i>Tammy</i> *	<i>myrefms</i>	11/27/18
3-005	Pharmaceutical Company Sales Representatives at MCCMH Provider Sites	<i>myrefms</i>	11/27/18
8-003	Reporting and Responding to Critical Incidents, Sentinel Events and Risk Events	<i>myrefms</i>	11/27/18
8-004 <i>not functional due to absence of nurse manager</i>	Reporting and Responding to Medication Errors/Discrepancies and Adverse Drug Events *	<i>myrefms</i>	11/27/18
10-056	Infection Control Plan	<i>myrefms</i>	11/27/18
10-065	Injectable Medication Documentation and Procedures	<i>myrefms</i>	11/27/18
8-020	Integration of Behavioral Health and Physical Health Services	<i>myrefms</i>	11/27/18

NURSING COORDINATOR

Position unfilled

[illegible]

MCCMH POLICY REVIEW 2018

CUSTOMER SERVICE DIVISION

[illegible]

**MCCMH POLICY REVIEW 2018
CUSTOMER SERVICE DIVISION
SECONDARY REVIEWER**

[illegible]

MCCMH POLICY REVIEW 2018

DEPUTY DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-004	Volunteers and Interns/Trainees		12/3/18
10-006	Evaluation of Employees		12/3/18
10-008	Overtime and Compensatory Time		12/3/18
10-009	Supplemental Employment		12/3/18
10-010	Conflict of Interest		12/3/18
10-011	Personal Use / Personal Gain		12/3/18
10-012	Access to Administrative Records / Documents		12/3/18
10-015	Retention and Disposal of Non-Clinical Records		12/3/18
10-050	Emergency Preparedness Plan		12/10/18
10-051	Use and Maintenance of County / Personal Vehicles		12/10/18
10-052	Emergency Procedures -- County Vehicles		12/10/18
10-053	First Aid and Safety Equipment -- County Vehicles		12/10/18
10-055	Weapons, Alcohol and Drug-Free Workplace		12/10/18
10-435	Investigation/Disciplinary Actions -- SECURITY		12/10/18
10-510	Reporting Complaints / Non-Retaliation		12/10/18
10-515	Internal Reporting Mechanism		12/10/18
10-520	Investigations / Disciplinary Actions - COMPLIANCE		12/10/18
10-525	Training and Education - COMPLIANCE		12/10/18
2-008	Consumer Referrals to MCCMH		12/10/18
2-017	Abbreviations, Acronyms and Symbols for Record Use		12/13/18
2-018	Correction, Supplementation, or Deletion of Information From Electronic Medical Record		12/13/18
2-035	Crisis Intervention Services		12/13/18
5-008	Inclement Weather / MCCMH Board Meetings and Board Committee Meetings - Cancellation /		12/13/18

MCCMH POLICY REVIEW 2018
DEPUTY DIRECTOR

[illegible]

MCCMH POLICY REVIEW 2018
DEPUTY DIRECTOR
SECONDARY REVIEWER

[illegible]

MCCMH POLICY REVIEW 2018

CHIEF OF STAFF

[illegible]

MCCMH POLICY REVIEW 2018

INFORMATION TECHNOLOGY DIVISION

[illegible]

MCCMH POLICY REVIEW 2018

MEDICAL DIRECTOR

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
10-054	Use of Tobacco in MCCMH / County Facilities	<i>myrefms</i>	11/27/18
2-015	Psychiatric Evaluation	<i>myrefms</i>	11/27/18
2-016	Psychiatrists' Practice in MCCMH	<i>myrefms</i>	11/27/18
2-020	Specialized Health Care Services	<i>myrefms</i>	11/27/18
2-021	Medication / Psychiatric Services	<i>myrefms</i>	11/27/18
2-022	PMP / Subsidized Laboratory Services *	<i>myrefms</i>	11/27/18
2-023	Electroconvulsive Therapy (ECT)	<i>myrefms</i>	11/27/18
2-032	Person-Centered Process and the Role of Health and Safety Considerations	<i>myrefms</i>	11/27/18
2-033	Advance Crisis Plan / Advance Directives *	<i>myrefms</i>	11/27/18
2-034	End of Life Care, Emergency Assistance, Resuscitation	<i>myrefms</i>	11/27/18
2-042	Service Referrals/Recommendations, Coordination of Care, and Follow-Up	<i>myrefms</i>	11/27/18
2-051	Psychotropic Medication in Community-Based Settings *	<i>myrefms</i>	11/27/18
2-053	Psychotropic Medication for Youth in Foster Care	<i>myrefms</i>	11/27/18
2-060	Professional Treatment/Monitoring	<i>myrefms</i>	11/27/18
2-070 <i>Tammy review</i>	Medical Alert - Allergies <i>Tammy</i> *	<i>myrefms</i>	11/27/18
3-005	Pharmaceutical Company Sales Representatives at MCCMH Provider Sites	<i>myrefms</i>	11/27/18
8-003	Reporting and Responding to Critical Incidents, Sentinel Events and Risk Events	<i>myrefms</i>	11/27/18
8-004 <i>not functional due to adverse drug name change</i>	Reporting and Responding to Medication Errors/Discrepancies and Adverse Drug Events *	<i>myrefms</i>	11/27/18
10-056	Infection Control Plan	<i>myrefms</i>	11/27/18
10-065	Injectable Medication Documentation and Procedures	<i>myrefms</i>	11/27/18
8-020	Integration of Behavioral Health and Physical Health Services	<i>myrefms</i>	11/27/18

NURSING COORDINATOR

NURSING COORDINATOR

[illegible]

MCCMH POLICY REVIEW 2018

CUSTOMER SERVICE DIVISION

[illegible]

**MCCMH POLICY REVIEW 2018
CUSTOMER SERVICE DIVISION
SECONDARY REVIEWER**

[illegible]





MCCMH POLICY REVIEW 2018

RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-100	Applicability of Recipient Rights Policies		10/25/18
9-110	Authorizations and Functions		10/25/18
9-120	Rights Functions of the MCCMH Executive Director		10/25/18
9-130	Recipient Rights Director		10/25/18
9-135	Rights Advocacy / Monitoring		10/25/18
9-140	Recipient Rights Training		10/25/18
9-160	Qualifications & Training for Recipient Rights Staff		10/25/18
9-170	Local Appeals		10/25/18
9-180	Second Opinion Rights		10/25/18
9-210	Committee Authorization		10/25/18
9-321	Consumer Incident, Accident, Illness, Death, or Arrest Report Monitoring		10/25/18
9-405	Recipient Rights Protection Standards		10/25/18
9-510	Recipient Rights Investigation		10/25/18
9-515	Repeated Rights Events Review Committee		10/25/18
9-520	Recipient Requests to Appeal Findings		10/25/18
9-550	Harassment Following Rights Activity		10/25/18
9-600	Informed Consent For Service		10/25/18
9-601	Informed Consent For Psychotropic Medication		10/25/18
9-604	Release of Oral / Verbal Communications		10/25/18
9-605	Bill of Rights / Bill of Responsibilities		10/25/18
9-606	Dignity / Services Suited to Condition / Humane Environment / Least Restrictive Treatment		10/25/18
9-610	Privileged Communications		10/25/18

MCCMH POLICY REVIEW 2018

RECIPIENT RIGHTS

POLICY NUMBER	POLICY NAME	REVIEWER SIGNATURE	REVIEW DATE
9-620	Abortion, Contraception, Sterilization		6/30/18
9-630	Fingerprinting, Photographing, Audiorecording, Videorecording, and One-Way Glass Viewing		6/30/18
9-640	Choice of Mental Health Professional		6/30/18
9-670	Services for Recipients Affected By Physical Barriers		6/20/18
9-680	Recipient Labor		6/30/18
9-690	Recipient Abuse or Neglect		6/30/18
9-700	Communication: Telephone, Visiting Rights, Mail		6/30/18
9-710	Freedom of Worship and Religious Belief		6/30/18
9-720	Treatment By Spiritual Means		6/30/18
9-730	Resident's Right to Media Access		6/30/18
9-750	Comprehensive Examinations		6/20/18
9-760	Changes in Type of Treatment		6/30/18
9-780	Personal Property and Funds		6/30/18
9-790	Freedom of Movement		6/20/18
9-795	Physical Management		6/30/18
9-797	Restraint		6/30/18
9-798	Seclusion		6/30/18
9-810	Duty to Warn Third Parties		6/30/18
9-900	Release of Clinical Records to Michigan Protection and Advocacy Services		6/30/18

MCCMH POLICY REVIEW 2018
RECIPIENT RIGHTS
SECONDARY REVIEWER

[illegible]

MCCMH POLICY REVIEW 2018
FACILITY MANAGEMENT DIVISION

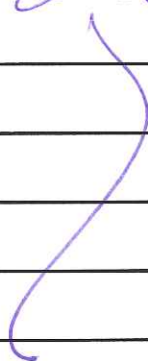

[illegible]

MCCMH POLICY REVIEW 2018

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	C. Zerk	11-2-18
10-070	Credentialing - sent to Steph	C. Zerk	
2-044	Evidence Based Supported Employment - sent to Ambrosia	C. Zerk	
10-200	Service Planning and Review		
10-800	Quality Concern Referral		
12-002	Utilization Management - sent to Kent		
2-000	Plan for Behavioral Health Services		
2-001	Person-Centered Planning Practice Guideline		
2-002	Open Communications with Consumers - ? for Kimberly	C. Zerk	
2-003	Casemanagement and Supports Coordination Services	C. Zerk	
2-004	Residential Placement Services Protocol	C. Zerk	
2-006	Service Provider Appeals	C. Zerk	
2-011	Integrated Dual-Diagnosis Treatment -- Co-Occurring Disorders -- Evidence-Based Practice		
2-012	Input from Persons Served		
2-013	Eligibility, Admission, Discharge		
2-014	Assessment Services		
2-025	Research and Educational Training Committee		
2-026	Jail Diversion Services		
2-031	In-Home / Community Based Services Safety Training		
2-040	ADA and Olmstead Compliance		
3-015	Mandatory Network Training		
5-002	Cultural and Linguistic Competency		
8-001	Quality Improvement Program		

MCCMH POLICY REVIEW 2018
CLINICAL STRATEGIES AND CLINICAL IMPROVEMENT DIVISION

8-007	Record Review Process	<i>C. [Signature]</i>	<i>11-30-18</i>
8-008	Behavior Treatment Plan Review Committee; Behavior Treatment Plans and Standards		
8-020	Integration of Behavioral Health and Physical Health Services		
8-030	Provider Portal Access Policy (PROACT)		
2-030	Trauma/ Trauma Informed Services		
10-007	Direct Operated Provider and MCCMH Administration Training and Development		
3-015	Contract Provider Mandatory Training and Workforce Development		

SECONDARY REVIEWER

[illegible]