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Policy Name	Policy #	PIHP/CA	CMH Providers	Network Providers	SA Providers	GCCMH Procedure
Section 1 - ORGANIZATIONAL MANAGEMENT						
Governance						
Statement of Purpose	01-001-96	X	X			
By-Laws	01-002-80	X	X	X	X	
Integrity of Principal Agent	01-003-02	X	X	X	X	
Organizational Philosophy – Mission Statement	01-004-02	X	X	X	X	
Board Orientation Education and Self Assessment	01-005-08	X				
CEO Performance Evaluation and Compensation	01-006-08	X				
Essential Services	01-007-08	X	X			
Compliance						
Corporate Compliance Program and Code of Conduct	01-100-02	X	X	X	X	
Fraud	01-101-01	X	X	X	X	
Corporate Compliance Committee	01-102-02	X	X			
Ethics Hotline	01-103-02	X	X	X	X	
Non-Retaliation/Non-Retribution	01-104-02	X	X			
Corporate Compliance Officer	01-105-03	X	X			
Subpoenas	01-106-02	X	X			
Video or Audio Taping of Client Meetings	01-107-02	X	X	X	X	
HIPAA Privacy – Administrative Functions	01-108-04	X	X			
Internal Investigation	01-109-04	X	X			

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Unscheduled Investigation	01-110-04	X	X			
Corporate Compliance Records Management	01-111-02	X	X	X	X	
Business Relationships with Vendors and/or Referral Providers	01-112-05	X	X	X	X	
Social Security Number Privacy	01-113-06	X	X	X	X	
Assigning Diagnosis Codes	01-114-04	X	X			X
Provider Performance Review and Sanctioning	01-115-02	X	X	X	X	
Communication						
Standard Abbreviations	01-200-01	X	X	X	X	
Communicating Professionally	01-201-01	X	X	X	X	X
Contributions to the Agency	01-202-01	X	X			X
Community Benefit	01-203-01	X	X			X
Freedom of Information Act Requests (FOIA)	01-204-01	X	X			
General						
Input from Persons Served	01-300-95	X	X	X	X	
Travel	01-302-00	X	X			X
Conference/Training	01-303-00	X	X			
Facility Security	01-304-01	X	X			
*Training Program	01-305-99	X	X	X	X	
Agency Assets (Equipment/Property)	01-306-02	X	X			
Building/Room Access – Keys	01-307-05	X	X			
*Accessibility, Cultural Competency, Diversity	01-308-98	X	X	X	X	
Email and Administrative Records Retention and Destruction	01-309-10		X	X		
Quality Management						
*Quality Assessment and Performance Improvement Program	01-400-93	X	X	X	X	
Behavior Management Review Committee	01-401-99	X	X	X		
Claims Verification	01-402-08	X	X	X	X	

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Utilization Management						
Authorization for High-End Psychiatric Services	01-500-02	X	X	X		
Authorization for Non-Emergent Services	01-501-02	X	X	X		
Transportation						
Agency Transportation	01-600-01	X	X			
Public Transportation	01-601-01	X	X			
Agency Vehicle Repairs	01-602-98	X	X			
Section 2 - HUMAN RESOURCES						
Credentialing and Privileging	02-000-99	X	X	X	X	
Staff Recruitment and Retention	02-001-97	X	X			X
Staff Orientation	02-003-02	X	X			X
Outside Employment and Conflict of Interest	02-004-06	X	X			
Section 3 - HEALTH and SAFETY						
Out of Office Safety	03-002-02	X	X			X
Health and Safety Standards	03-003-86	X	X			X
Medical Emergency	03-004-95	X	X			
Bomb, Terrorism, Biological Weapons Threat	03-005-95	X	X			X
Hazard Communication	03-006-95	X	X			
Emergency Evacuation Plan	03-007-95	X	X			X
Health and Safety Meetings	03-008-95	X	X			
Self Inspections	03-009-95	X	X			
Weather and the Environment	03-010-96	X	X			X
Disruptive/Threatening/Violent Behavior	03-011-98	X	X			X

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	Material Safety Data Sheets	03-012-02	X	X			
	Smoke Free Work Place	03-013-02	X	X			
	Illicit Weapons, Drugs, and Alcohol on Agency Property	03-014-08	X	X			
	Incident Debriefing	03-015-02	X	X			
	Emergency Physical Interventions	03-016-04	X	X			
Section 4 - INFORMATION MANAGEMENT							
Technology							
	Computer Information Systems	04-001-01	X	X	X	X	
	Computer Hardware Use	04-002-01	X	X			
	Computer Software Use	04-003-01	X	X			
	Integrity of Electronic Data	04-004-98	X	X			
	Information System Security	04-005-01	X	X			
	Email Use	04-006-01	X	X			
	Internet Use	04-007-01	X	X			
Records of Persons Served							
	Health Information Records	04-100-02		X			
	HIPAA Privacy – Uses of Protected Health Information	04-101-02	X	X	X	X	
	Identification of Allergies	04-102-01		X			
	HIPAA Privacy – Disclosures of Protected Health Information	04-103-02	X	X	X	X	
	Case Record Maintenance and Retention	04-104-01		X			
	HIPAA Privacy – Rights of Individuals	04-105-04	X	X	X	X	
Section 5 - FISCAL MANAGEMENT							
	Contracts	05-001-01	X	X			X
	Procurement	05-002-95	X	X			
	Fixed Assets	05-003-01	X				

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Financial Management Practices	05-004-02	X				X
*Risk Management Plan	05-005-02	X				
Client Activity Fund	05-007-04	X	X			
Grants Management	05-008-04	X	X			X
Denial of Claims Payment Appeal Process	05-009-06	X	X	X	X	
Ability to Pay Determination	05-010-97	X	X	X		
Section 6 - CLINICAL PRACTICE GUIDELINES						
Documentation						
Documentation Guidelines	06-002-95		X			
Designation of Primary Clinician & Principal Record	06-003-01		X			X
Client Notification for Primary Clinician Change	06-004-04					
Access to Services						
Accessing Services	06-100-05	X	X		X	
Access to Services for Persons with Special Needs	06-101-99	X	X	X	X	
*CMH Program Structure and Staffing	06-102-02		X			
Freedom of Choice	06-103-95	X	X	X	X	
Non-Network Provider Accommodation	06-104-02	X	X	X	X	
Wait List Management	06-105-07	X	X	X	X	
Care Delivery						
Recovery Philosophy	06-200-02		X	X		
Care Coordination with PCP and MHP	06-201-04		X	X		
Emergency Response to Health Status	06-202-04		X	X		
Once-a-Day Medication Prescribing	06-203-02		X			
Mental Health Recovery & Substance Use Disorder Relapse Prevention for Persons with Single & Co-Occurring Disorders	06-204-02		X	X	X	
Coordination and Communication with Probation Parole Officer	06-205-04		X	X	X	

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	and Probate Court						
	Person/Family Centered Planning	06-206-95		X	X	X	
	Discharge Transition Planning for the Prevention of Hospital Recidivism	06-207-03		X	X		
	Essential Elements of an ACT Model	06-208-04		X	X	X	
	Welcoming Guidelines for Individuals with Co-Occurring Disorders	06-209-07	X	X	X	X	
	Working with Individuals with Co-Occurring Disorders	06-210-07		X	X		
	Health Screening and Physical Health Assessment	06-211-02		X	X		X
	Oxygen Therapy and Smokers	06-212-06		X	X		
	Progress Notes for Specialized Residential, CLS, and Respite Services	06-213-07		X	X		
	Jail Diversion Guidelines	06-214-07		X	X		
	Orientation of Persons Served	06-216-02	X	X			
	Risk Assessment	06-217-09	X	X	X	X	
Section 7 - MEDICAL STANDARDS							
	Laboratory Standards	07-001-00		X	X		
	Medication Disposal	07-002-95		X	X		
	Psychotropic Medication Guidelines	07-003-95		X	X		
	Medication Passing	07-004-96		X	X		
	Sample Medications	07-005-01		X			X
	Clozapine	07-006-95		X			
	Diagnostic Evaluation	07-007-10		X	X	X	
Section 8 - RIGHTS OF PERSONS SERVED							
Recipient Rights							
	Philosophy and Goals	08-001-95	X	X	X		

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Recipient Rights Protection System	08-002-95	X	X	X		
Absence of Rights Staff	08-003-97	X	X	X		
Harassment or Retaliation	08-004-95	X	X	X		
Identifying and Reporting Abuse and Neglect	08-005-95	X	X	X		
Notification of Recipient Rights	08-006-97	X	X	X		
Rights Complaint Resolution Process	08-007-95	X	X	X		
Confidentiality	08-008-97	X	X	X		
Dignity and Respect	08-009-97	X	X	X		
Services Suited to Condition	08-010-97	X	X	X		
Freedom of Movement	08-011-97	X	X	X		
Fingerprinting, Photographs, Audiotape, One-Way Glass	08-012-97	X	X	X		
Sterilization and Abortion	08-013-97	X	X	X		
Personal Property and Funds	08-014-97	X	X	X		
Treatment by Spiritual Means	08-015-97	X	X	X		
Informed Consent	08-016-95	X	X	X		
Residential Services – Residents' Rights to Access	08-017-97	X	X	X		
Communication by Mail, Telephone, or Visits	08-018-97	X	X	X		
Resident Labor	08-019-97	X	X	X		
Seclusion and Restraint	08-020-95	X	X	X		
Due Process						
Second Opinion	08-100-97	X	X	X	X	
Notice of Action	08-101-08	X	X	X	X	
Grievance Process for Consumers	08-102-03	X	X	X	X	
Appeals for Consumers – Medicaid	08-103-05	X	X	X	X	
Appeals for Consumers – Non-Medicaid	08-104-05	X	X	X	X	
Family Support Subsidy Appeal	08-105-99	X	X	X		
General						

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	Consumerism	08-200-00	X	X	X	X	
	Inclusion	08-201-95	X	X			
	Self-Determination	08-202-02	X	X	X		X
	Consumer Participation in Provider Selection	08-203-01	X	X	X	X	X
	Critical Incidents	08-204-95	X	X	X	X	X
	Client Death Reporting	08-205-95	X	X	X		X
	Advance Directives	08-206-05	X	X	X		
	Consumer Handbook	08-207-08	X	X	X		
Section 9 - SUBSTANCE USE DISORDERS							
General							
	Service Descriptions	09-001-06				X	
	Staff Trainings	09-002-06				X	
	Provider Programming Change	09-003-06				X	
Care Guidelines							
	Access Management System	09-101-06				X	
	Admission Preference and Interim Services	09-102-06				X	
	Medical Necessity Criteria for SUD Supports & Services	09-104-06				X	
	Clinical Eligibility DSM IV-TF Diagnosis	09-105-06				X	
	Services for Pregnant Women, Women with Dependent Children, Women Attempting to Regain Custody, and Their Children	09-106-06				X	
	Statewide FOH Treatment Services for Women & Families	09-107-06				X	
	Authorization for Treatment Services	09-108-06				X	
	Biopsychosocial and Standardized Medical Record	09-109-06				X	
	Communicable Disease Services Plan	09-110-06				X	
	Consent for Release of Information	09-112-06				X	
	Discharge Summary Transition Plan Requirements	09-114-06				X	

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Covered Services by Funding Source	09-115-06				X	
Residency in Genesee County	09-116-06				X	
Infectious Disease Screening	09-117-06				X	
Reporting						
Reporting Requirements Summary	09-201-06				X	
Data Completeness and National Outcome Measures	09-202-06				X	
Women, Pregnant Women, and Women with Dependent Children Progress Report Form	09-203-06				X	
Waiting List Management Report of Injecting Drug Users, Pregnant Women, and All Others	09-204-06				X	
Customer Satisfaction Survey	09-205-06				X	
Injecting Drug Users 90% Capacity Treatment Report	09-206-08				X	
Client Rights						
Recipient Rights	09-301-06				X	
Recipient Rights Informal Complaints	09-302-06				X	
Limitations on Consumer Activities	09-303-06				X	
Financial						
Financial Coordination of Benefits	09-401-06				X	
Reimbursement	09-402-06				X	
Sliding Fee Scale	09-403-06				X	
Fees for Services	09-404-06				X	
State Disability Assistance	09-405-06				X	
Prevention						
Prevention Services General	09-500-06				X	
Data Submission Direct Service Activities	09-501-06				X	
Request for Amendment	09-502-06				X	
Technical Assistance						

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Psychiatric and Prescription Services for Non-Medicaid Recipients	N/A				X	
Role Induction Services (Early Intervention Services)	N/A				X	

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