

CHAPTER Administrative	CHAPTER 01	SECTION 001	SUBJECT 05
SECTION Governance/Leadership		DESCRIPTION Policy Manual	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) maintains an organized policy manual easily accessible to persons served, stakeholders, board members and staff.

STANDARDS:

- A. The policy format is consistent with the format used by the Region 10 Pre-Paid Inpatient Health Plan (PIHP).
- B. LCCMH policies are in electronic format and stored in the staff *Shared Folder* under “policy manual” and posted on the LCCMH website at www.lapeercmh.org.
- C. All policies are assigned a chapter, section, and subject number. The description is the title of the policy. The issue date and all revision dates are listed in the upper right corner. The name of the original author, the name of the person revising the policy, and the name of the person who approved the policy are listed.
- D. Each policy has an application section identifying who is responsible for following the policy.

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PROCEDURES:

- A. The Chief Executive Officer (CEO), department supervisor, or their designee(s) develops new policies and revises current policies as needed.
- B. All staff are encouraged to provide input related to any aspect of their job or to the agency operations in general. Staff members have the option to provide input to their supervisor prior to submitting directly to the Quality Improvement Supervisor.
- C. New policies are submitted to the Quality Improvement Supervisor for an assigned permanent number. New policies are discussed and reviewed by appropriate Management Team members when applicable.
- D. LCCMH policies are cross-referenced to the Region 10 PIHP policies, the PIHP Services Contract, Michigan Department of Health and Human Services (MDHHS), Certified Community Behavioral Health Clinic (CCBHC) Handbook, LCCMH's accrediting body, the Commission on Accreditation of Rehabilitation Facilities (CARF), and any other applicable requirements.
- E. The Board's Standards Committee reviews and recommends all new and revised policies on an ongoing basis.
- F. If needed, the CEO can approve a new policy or policy revision, but the policy requires a full review by the LCCMH Standards Committee at the next available meeting.
- G. The Standards Committee Meeting minutes with approved policy changes are sent to the Full Board to inform the actions taken by the Standards Committee.
- H. The LCCMH Policy and Procedure Manual is approved annually by the full Board.
- I. The Quality Improvement Supervisor emails a notice of new or revised policies to all agency staff.
- J. The Quality Improvement Department is responsible for maintaining the electronic Policy and Procedure Manual, tracking the review process, and getting approval for new or revised policies.

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DEFINITIONS:

Board Members: individuals in the community appointed to LCCMH Board of Directors.

CMH Staff: person hired by LCCMH as an employee, with earnings paid by a paycheck and reported annually on a W-2 sent by the County of Lapeer each year.

Employment Services Provider: person providing services at LCCMH buildings and locations, but the employer of record is an Employment Services Provider Agency. Employment Services Providers are to follow criteria as established by the agreement between LCCMH and Employment Services Provider Agency.

Employment Services Provider Agency: an agency entering into a contractual agreement with LCCMH to provide staff who provide services on behalf of LCCMH at buildings and locations.

Independent Contractor: a person, business, or corporation providing goods or services under terms specified in a contract or agreement with LCCMH. At the end of the year a 1099 is sent by the County of Lapeer.

Interns: individuals who are receiving on the job training for white collar and professional careers. Positions may be paid or unpaid.

Persons Served: anyone receiving services at LCCMH.

Provider Network Agency: an agency or organization providing services through a contractual agreement with LCCMH in community locations.

Students: individuals who are in school and are participating/working/learning as part of a school program at LCCMH buildings and locations.

Volunteers: individuals working on behalf of others without being motivated by financial or material gain.

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