

## Washtenaw County Community Mental Health

### **POLICY & PROCEDURES – (policy)**

#### **PURPOSE**

Clarify the process for development, format, review, approval, and distribution of all agency policies.

#### **POLICY**

- Policy developers/editors review MDHHS, Regional, Washtenaw County, Joint Commission, and contractual standards during policy development.
- Policies are reviewed every three years with the most current version available in Relias and on the public CMH website.
- Procedures are internal with the most current version available in Relias only.

#### **DEFINITIONS**

County Policy: A policy that establishes standards that are implemented by the Washtenaw County Board of Commissioners or Washtenaw County Administration. County policies do not require approval or adoption by the Executive Leadership Team or the WCCMH Board, and are rolled out to all staff through the County Clerk's office

Governing Policy: A local policy which establishes standards for staff or CMH Board conduct, community involvement, recipient rights, or is a Regional policy, or sets broad guidelines for WCCMH service delivery. Governance policies are reviewed by the Executive Leadership Team and adopted by the CMH Board.

Operations Policy: A local policy which is procedural in nature, having to do with the day-to-day internal operations of WCCMH programs. Operations policies are processed by the WCCMH director, through the Executive Leadership Team, and do not require approval or adoption by the CMH Board

Policy developer: A designated staff assigned to develop, author or edit a policy

Policy Coordinator: A staff person designated by the Director's Office to coordinate the policy development process and to disseminate policies approved by the Executive Leadership Team.

Executive Leadership Team (ELT) The standing management committee of WCCMH. Its focus and responsibilities include coordination of program operations, planning and review of personnel and budgetary issues, and long and short-range planning. Membership consists of the Director's office (Director, Deputy Director, Director of Operations, Medical Director, Finance Director, Director of Recipient Rights, Director of Customer Services, Management Analysts), all Program Administrators (MI, I/DD, YF, Access/Crisis, Health and Wellness), and invited guests as operation and planning requires.

#### **STANDARDS**

*Approved 4/25/23; Administration*

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- WCCMH refers to Washtenaw County Community Mental Health and CMH refers to Community Mental Health for this and all agency policies.
- CMH Board refers to the Washtenaw County Community Mental Health Board of Directors for this and all agency policies.
- This and all policies apply to all programs directly operated by WCCMH and its staff members including students, volunteers and interns, and contracted providers unless otherwise stated in a specific policy.

## **PROCEDURE(S)**

*See procedures manual*

## **REFERENCES/NOTES**

There are no additional external references, sources, or notes for this policy.

## **EXHIBITS**

- A. Policy Renewal Notice template
- B. Policy template

## Exhibit A- Policy Renewal Notice Template

Hello,

You are receiving this notice because you are the designated review lead for a policy due for renewal next month.

The policies you should review and revise include:

- Title of Sample Policy
- [Regional Title of Sample Policy](#) \*

You have a total of # attachments related to this policy. You can make your edits directly in the Word documents attached.

**\*Please Note:** this is a regional policy. We cannot make updates to regional policies, only create local CMH addendums as necessary. [Click on the policy title to review it and ensure there is no need for a CMH Addendum.](#)

Edits need to arrive by email no later than one week prior to your assigned due date/ the team review date: **Please send your policy edits by *MM/DD/YY***

- *If there are no edits necessary, please let me know.*
- *If you are reviewing a Regional policy and determine there is no need for a CMH addendum, please let me know.*

Also remember~

- "Track Changes Enabled" should turn on automatically when opening the document in the upper right corner. If you do not see this pop up, you can select the "showing mark up" option under the "review" tab or you can manually mark your edits using **bold**, *italics*, or **highlighting**, or **font color changes**.
- Consider any MDHHS, Joint Commission, Regional Affiliate policies already in place when making your edits.
- Please contact me if you have any questions or will be late with submitting your policy edits.

Thank you,

**PURPOSE**

State basic purpose of policy; desired result or end goal expected to be accomplished with policy.

**POLICY**

- Any notices, guidelines, rules, requirements, or standards for policy implementation
- Any other clarifying statements or need to know information

**STANDARDS**

State the applicable requirements that staff, contracted providers, CMHSPs, and providers under one-time agreements are held accountable for meeting.

This heading can be deleted if there are no specific standards for the policy.

**DEFINITIONS**

- If applicable, include them under this heading. This heading can be deleted if there are no definitions, or it can be noted “There are no additional definitions pertinent to this policy at this time.”
- Definitions should be formatted as follows:

Word: Underlined, followed by a colon and the definition and standard spacing between definitions.

Words in a phrase: Formatting continues as described.

**PROCEDURE(S)**

Select the statement that applies:

There are no additional procedures for this policy.

See procedures manual

Where procedures apply, use this chart as reference template only. Effective 2012, procedures are no longer included in the policy but are available as separate documents in Relias where applicable.

<b>WHO</b>	<b>DOES WHAT</b>
Policy Developer/Author	<ul style="list-style-type: none"> <li>▪ Prepares a draft policy, following guidelines in “Policy and Procedures”</li> <li>▪ Formats according to attached exhibit and general guidelines                             <ul style="list-style-type: none"> <li>• Uses size 11 Arial font for text</li> <li>• Uses all 1” margins</li> </ul> </li> <li>▪ Submits electronic version of draft policy to policy coordinator by or before established deadline for Executive Leadership Team (ELT) review</li> </ul>

Policy Coordinator	<ul style="list-style-type: none"> <li>▪ Sends 30-day notice of policy renewals due to designated Policy Developer</li> <li>▪ Gathers edited policies for ELT review on schedule</li> </ul>
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> <li>▪ Reviews and approves policies or returns to policy author for further development</li> </ul>
Policy Coordinator	<ul style="list-style-type: none"> <li>▪ Records team recommendations for approval or return, and follows up accordingly with publishing procedure or policy developer. <ul style="list-style-type: none"> <li>• Makes edits and updates to policy and publishing site(s) for policies “approved” or “approved with edits”</li> <li>• Returns any policies <i>not</i> “approved” or “approved with edits” to policy developer with ELT recommendations to restart procedure from beginning</li> <li>• Forwards approved governing policies and adopted regional policies to CMH Board Coordinator to be added to CMH Board consent agenda for adoption.</li> <li>• All policies (or reference links where applicable) public website (policies only), and through Relias for staff attestation.</li> </ul> </li> </ul>

**REFERENCES/ NOTES**

- Include any titles, links, or “bibliography” information or reference tools used in developing the policy here.
- Include a list of any specific documents or resources used in policy development. These are typically specific laws, codes or other regulatory basis for establishing a policy and might include:
  1. Legal authorities which mandate policy content and elements
  2. Legal authorities which authorize policy content and elements.
  3. List of other policies or documents used to complete policy revisions
- Indicating “(none)” is acceptable if there are no additional external references, sources or notes for the policy.

**EXHIBITS**

- A. Include any handy templates, or example forms in exhibits
- B. Include any relevant documents in exhibits
- C. Label all exhibits individually for tracking purposes.

Indicating “(none)” is acceptable if there are no additional exhibits for the policy.

