

**SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**  
**POLICY AND PROCEDURE MANUAL**

Section: Recipient Rights

Policy Number: 7

Subject: **Comprehensive Examinations**

Effective Date: 2/12/96

Last Revision Date: 5/9/16

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**Policy**

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that as part of the admission process to a residential or inpatient program or center for developmental disabilities, a recipient will receive a comprehensive evaluation which includes a physical and mental examination and a social assessment.

It is the policy of SCCMHA that a comprehensive assessment/analysis of a recipient's challenging behavior's will be conducted.

**Purpose**

To ensure the protection of rights of recipients receiving services from SCCMHA.

To ensure compliance with the Michigan Mental Health Code, the Michigan Department of Health and Human Services Administrative Rules, and standards of accrediting bodies.

**Application**

This policy applies to all residential and inpatient programs and centers for developmental disabilities where treatment is provided to recipients and which are operated by or under contract with the SCCMHA.

**Standards**

1. Comprehensive examinations will be carried out prior to the admission of a recipient to a residential or inpatient program or center for developmental disabilities unless such admission is deemed emergent or urgent.
2. Comprehensive examinations will serve as the basis for the development of a written individualized person centered plan of service for a recipient.
3. For recipients admitted to a residential or inpatient program as developmentally disabled the mental examination will include psychological and educational evaluations and an adaptive behavior level assessment.

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4. For recipients admitted to a residential or inpatient program as mentally ill or emotionally disturbed the mental examination will include a medical and psychiatric history, a mental status assessment, and diagnostic impression.
5. Components of the comprehensive examination will be carried out by professionals credentialed to administer examinations, evaluations or assessments specific to their professional disciplines and as defined by the policies and procedures of the facility or agency providing the service.
6. Results of the comprehensive evaluation will be documented in the recipient's clinical record.
7. The written initial comprehensive examination will include diagnosis of physical and mental conditions and a prescribed program for initial care, treatment and habilitation of the diagnosed conditions pending completion of the individualized plan of service.
8. Comprehensive examinations subsequent to the admission of a recipient to a residential or inpatient program will be completed within three (3) working days after an informal or formal voluntary admission or temporary or administrative admission and within two (2) working days after a preliminary hearing which results in continued residence for a recipient involuntarily admitted. If an individual who is not ordered discharged at a preliminary hearing or who waives a preliminary hearing is subsequently ordered admitted after a final adjudication, an examination will be completed within three (3) working days of either admission or the order of admission if already a resident.
9. Re-examination of a recipient resident will be part of the required periodic review. Additional content will be provided as required by the policy and procedures of the residential or inpatient program. An evaluation of the current plan of service for a recipient resident will be included in the re-examination.
10. Clinical results of examinations and re-examinations will be kept in the same record as the written plan of service for a recipient resident.

Approved by:   
Board Chairperson

9-26-2016  
Date

  
Chief Executive Officer

9/28/16  
Date

Review/Revision Dates:

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4/2/09	New formatting
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