

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Recipient Rights
Policy Number: 56
Subject: **Site Assessments**

Effective Date: 1/26/09
Last Revision Date: 5/20/16
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that the Office of Recipient Rights (ORR) will conduct mental health contract provider site assessments for the purpose of assuring compliance with SCCMHA Recipient Rights policies and procedures, Mental Health Code requirements, and Department of Health and Human Services (MDHHS) Administrative rules.

Purpose

To establish policy and standards for the annual review of Shiawassee County Community Mental Health Authority contract service sites.

To ensure compliance with SCCMHA Recipient Rights policies, the Michigan Department of Health and Human Services, Office of Recipient Rights standards, Michigan Mental Health Code requirements and MDHHS Administrative Rules.

Application

This policy applies to all employees, independent contractors, and contract agencies of Shiawassee County Community Mental Health Authority.

Procedure

1. Annual Site Assessments will be completed by ORR staff.
2. Site Visit Procedure
 - a. All sites will be visited annually.
 - b. Site visits will be scheduled in advance. The ORR may, at its discretion, conduct unannounced site visits.
 - c. Providers will be reviewed against the Site Assessment Form, attachment A.

3. Report of Results

- a. Providers are given copies of the site visit sheet following the visit. A site assessment response form will be sent with the Site Visit Monitoring form. ORR will let providers know if they are in compliance (provisional, substantial or full compliance) with the rights protection system. If a plan of correction is required it will be listed on the form with a due date for completion.
- b. A file of completed annual site assessment findings will be kept in the ORR offices.

4. Plan of Correction


- a. If a required action is documented on the SCCMHA ORR Site Assessment Monitoring Requirement form:
 - 1. A plan of correction will be required from the provider within an identified timeframe. The ORR will notify the provider within 5 days if the plan of correction is satisfactory.
 - 2. A copy will be forwarded to the SCCMHA contract manager if the contract provider does not complete the plan of correction and is out of compliance with the rights system.


References and Legal Authority

Department of Health and Human Services, Office of Recipient Rights.

Compliance

External: Michigan Department of Health and Human Services, Office of Recipient Rights

Approved by:  9-26-2016
Board Chairperson Date

 9/28/16
Chief Executive Officer Date

Review/Revision Dates:

Date:	By:
7/21/11	Reviewed by Recipient Rights Advisory Committee
7/19/12	Reviewed by Recipient Rights Advisory Committee
10/17/13	Reviewed by Recipient Rights Advisory Committee
12/11/14	Reviewed by Recipient Rights Advisory Committee
01/21/16	Annual Review by Recipient Rights Advisory Committee
5/20/16	Revised by Rebecca Browne