

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>General Management</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Annually	<b>Adopted Date:</b> 11.22.2013	<b>Related Policies:</b> Policy & Procedure Development and Approval
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Operations Council	<b>Review Date:</b> 09.01.2020	
<b>Page:</b> 1 of 2		<b>Revision Eff. Date:</b> 11.03.2015	

**Purpose**

To ensure that Mid-State Health Network (MSHN) develops, reviews, revises, adopts and disseminates MSHN policies, standards, and procedures to its provider network.

**Policy**

The policies of MSHN shall govern the overall ethical and business practices of its provider network for services purchased from the Community Mental Health Service Programs (CMHSPs) Participants and Substance Use Disorder (SUD) Providers.

- A. MSHN shall develop and adopt common policies and standards for managing its network.
- B. MSHN shall ensure provider and other stakeholder input in the creation and review of policies prior to adoption.
- C. MSHN policies and standards shall:
  - 1. Support the mission, vision, and values of MSHN
  - 2. Set monitoring guidelines for clinical and business practices
  - 3. Clearly reflect regulatory and contractual requirements and standards necessary for compliance
  - 4. Address issues that require uniformity and commonality in practices across the provider network
  - 5. Promote administrative efficiency and economy of practice
  - 6. Indicate applicability to provider or staff type
- D. CMHSP Participants/SUD Providers within MSHN may establish local network policy implementation procedures consistent with MSHN policy.
- E. MSHN shall utilize its Council/Committee structure for policy development and review.
- F. MSHN shall ensure that policies are reviewed at least biannually and revised as needed to reflect current standards and regulatory requirements.

**Applies to:**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN CMHSP Participants:  Policy Only     Policy and Procedure
- Other: Sub-contract Providers

**Definitions:**

- CEO: Chief Executive Officer
- CMHSPs: Community Mental Health Service Programs
- MSHN: Mid-State Health Network
- SUD: Substance Use Disorder

**Other Related Materials:**

MSHN Operating Agreement  
Board Bylaws

**References/Legal Authority:**

NA

**Change Log:**

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11.22.2013	New Policy	Chief Compliance Officer
11.2014	Annual Review	Chief Executive Officer
11.2015	Remove reference to Coordinating Agencies and Annual Policy Review	Chief Executive Officer
03.2017	Annual Review	Chief Executive Officer
01.2018	Annual Review	Deputy Director
01.2019	Annual Review	Deputy Director
07.2020	Biannual Review	Deputy Director