

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)	Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
Section 1 - ORGANIZATIONAL MANAGEMENT						
Governance						
Statement of Purpose	01-001-96	X	X			
By-Laws	01-002-08	X	X	X	X	
Integrity of Principal Agent	01-003-02	X	X	X	X	
Mission, Vision, and Values	01-004-02	X	X	X	X	
Board Orientation Education and Self-Assessment	01-005-08	PIHP Board				
CEO Performance Evaluation and Compensation	01-006-08	PIHP Board				
Board of Directors Conflict of Interest	01-007-11	PIHP Board				
Compliance						
Corporate Compliance Program and Code of Conduct	01-100-02	X	X	X	X	
Fraud	01-101-01	X	X	X	X	
Corporate Compliance Committee	01-102-02	X	X			
Ethics Hotline	01-103-02	X	X	X	X	
Non-Retaliation/Non-Retribution	01-104-02	X	X			
Corporate Compliance Officer	01-105-03	X	X			
Subpoenas	01-106-02	X	X			
Video or Audio Taping of Client Meetings	01-107-02	X	X	X	X	
HIPAA Privacy – Administrative Functions	01-108-04	X	X			
Internal Investigation	01-109-04	X	X			
Unscheduled Investigation	01-110-04	X	X			
Corporate Compliance Records Management	01-111-02	X	X			
Business Relationships with Vendors and/or Referral Providers	01-112-06	X	X			
Social Security Number Privacy	01-113-06	X	X	X	X	

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**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Assigning Diagnosis Codes	01-114-04	X	X			X
	Provider Performance Review and Sanctioning	01-115-02	X	X	X	X	
	Fundraising and Solicitation	01-116-11	X	X			
	Provider Network Monitoring	01-117-12	X	X	X	X	
	HIPPA Security and Breach Notification	01-118-13	X				X
Communication							
	Standard Abbreviations	01-200-01	X	X	X	X	
	Communicating Professionally	01-201-01	X	X	X	X	X
	Contributions to GHS	01-202-01	X	X			X
	Community Benefit	01-203-01	X	X			X
	Freedom of Information Act Requests (FOIA)	01-204-01	X	X			
General							
	Input from Persons Served	01-300-95	X	X	X	X	
	Travel	01-302-00	X	X			X
	Conference/Training	01-303-00	X	X			
	Facility Security	01-304-01	X	X			
	*Training Program	01-305-99	X	X	X	X	
	GHS Assets (Equipment/Property)	01-306-02	X	X			
	Building/Room Access – Keys	01-307-05	X	X			
	*Accessibility, Cultural Competency, Diversity	01-308-98	X	X	X	X	
	Email and Administrative Records Retention and Destruction	01-309-10	X	X	X		
	Recycling	01-310-11	X	X			X
Quality Management							
	*Quality Assessment and Performance Improvement Program	01-400-93	X	X	X	X	
	Behavior Management Review Committee	01-401-99	X	X	X		X
	Claims Verification	01-402-08	X	X	X	X	

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
Utilization Management							
	Authorization for High-End Psychiatric Services	01-500-02	X	X	X		X
	Authorization for Non-Emergent MH and SUD Services	01-501-02	X	X	X	X	
Transportation							
	GHS Transportation	01-600-01	X	X			X
	Public Transportation	01-601-01	X	X			X
	GHS Vehicle Repairs	01-602-98	X	X			X
Section 2 - HUMAN RESOURCES							
	Credentialing and Privileging	02-000-99	X	X	X	X	X
	Staff Recruitment and Retention	02-001-97	X	X			X
	Staff Orientation	02-003-02	X	X			X
	Outside Employment and Conflict of Interest	02-004-06	X	X			
	Training/Education of Students/Interns	02-005-12	X	X			
	Transportation of Consumers by Students	02-006-12	X	X			
	Dress Code	02-007-13	X	X			
	Breastfeeding-Friendly Workplace	02-008-13	X	X			
Section 3 - HEALTH and SAFETY							
	Out of Office Safety	03-002-02	X	X			X
	Health and Safety Standards	03-003-86	X	X			X
	Medical Emergency	03-004-95	X	X			X
	Bomb, Terrorism, Biological Weapons Threat	03-005-95	X	X			X
	Hazard Communication	03-006-95	X	X			
	Emergency Evacuation Plan	03-007-95	X	X			X
	Health and Safety Meetings	03-008-95	X	X			

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Self-Inspections	03-009-95	X	X			
	Weather and the Environment	03-010-96	X	X			X
	Disruptive/Threatening/Violent Behavior	03-011-98	X	X			X
	Material Safety Data Sheets	03-012-02	X	X			
	Smoke-Tobacco Free Campus	03-013-02	X	X			
	Weapons, Drugs, and Alcohol on GHS Property	03-014-08	X	X			X
	Incident Debriefing	03-015-02	X	X			
	Emergency Physical Interventions	03-016-04	X	X			
Section 4 - INFORMATION MANAGEMENT							
Technology							
	Computer Information Systems	04-001-01	X	X	X	X	X
	Computer Hardware Use	04-002-01	X	X			
	Computer Software Use	04-003-01	X	X			
	Integrity of Electronic Data	04-004-98	X	X			
	Information System Security	04-005-01	X	X			
	Email Use	04-006-01	X	X			
	Internet Use	04-007-01	X	X			
	Smart Phone Security	04-008-11	X	X			
	Mobile Phone Texting	04-009-12	X	X			
	Workstation Security	04-010-14	X	X			
Records of Persons Served							
	Health Information Records	04-100-02		X			
	HIPAA Privacy – Uses of Protected Health Information	04-101-02	X	X	X	X	
	Identification of Allergies	04-102-01		X			
	HIPAA Privacy – Disclosures of Protected Health Information	04-103-02	X	X	X	X	

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Case Record Maintenance and Retention	04-104-01		X			
	HIPAA Privacy – Rights of Individuals	04-105-04	X	X	X	X	
Section 5 - FISCAL MANAGEMENT							
	Contracts	05-001-01	X	X			X
	Procurement	05-002-95	X	X			
	Fixed Assets	05-003-01	X				
	Financial Management Practices	05-004-02	X				X
	*Risk Management Plan	05-005-02	X				
	Client Activity Fund	05-007-04	X	X			
	Grants Management	05-008-04	X	X			X
	Denial of Claims Payment Appeal Process	05-009-06	X	X	X	X	
	Ability to Pay Determination	05-010-97	X	X	X		
Section 6 - CLINICAL PRACTICE GUIDELINES							
Documentation							
	Documentation Guidelines	06-002-95		X			X
	Client Notification for Primary Clinician Assignment Changes	06-004-04		X			
Access to Services							
	Accessing Services	06-100-05	X	X		X	
	Access to Services for Persons with Special Needs	06-101-99	X	X	X	X	
	*GHS Program/Service Structure	06-102-02	X	X			
	Freedom of Choice	06-103-95	X	X	X		
	Non-Network Provider Accommodation	06-104-02	X	X	X		
	Wait List Management	06-105-07	X	X	X		
Care Delivery							

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Recovery Philosophy	06-200-02		X	X		
	Care Coordination with PCP and MHP	06-201-04		X	X		
	Emergency Response to Health Status	06-202-04		X	X		
	Once-a-Day Medication Prescribing	06-203-02		X			
	Mental Health Recovery & SUD Relapse Prevention	06-204-02		X	X	X	
	Coordination and Communication with Probation Parole Officer and Probate Court	06-205-04		X	X	X	
	Person/Family Centered Planning	06-206-95		X	X	X	
	Discharge Transition Planning for the Prevention of Hospital Recidivism	06-207-03		X	X	X	
	Essential Elements of an ACT Model	06-208-04		X	X	X	
	Welcoming Guidelines for Individuals with Co-Occurring Disorders	06-209-07	X	X	X	X	
	Working with Individuals with Co-Occurring Disorders	06-210-07		X	X		
	Health Screening and Physical Health Assessment	06-211-02		X	X		X
	Oxygen Therapy and Smokers	06-212-06		X	X		
	Progress Notes for Specialized Residential, CLS, and Respite Services	06-213-07		X	X		
	Jail Diversion Guidelines	06-214-07		X	X		
	Orientation of Persons Served	06-216-02	X	X			
	Risk Assessment	06-217-09	X	X	X	X	
	Integrated Dual Disorder Treatment Service Delivery Guidelines	06-218-10		X (ACT)	X (ACT)		
Section 7 - MEDICAL STANDARDS							
	Laboratory Standards	07-001-00		X	X		
	Medication Disposal/Irreversible Destruction	07-002-95		X	X		
	Psychotropic Medication Guidelines	07-003-95		X	X		
	Medication Passing	07-004-96		X	X		X

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Sample Medications	07-005-01		X			X
	Clozapine	07-006-95		X			
	Diagnostic Evaluation	07-007-10		X	X	X	
	Comprehensive Examinations for Clients in Dependent Residential Placement	07-008-97		X	X		
Section 8 - RIGHTS OF PERSONS SERVED							
Recipient Rights							
	Philosophy and Goals	08-001-95	X	X	X		
	Recipient Rights Protection System	08-002-95	X	X	X		
	Absence of Rights Staff	08-003-97	X	X	X		
	Harassment or Retaliation	08-004-95	X	X	X		
	Identifying and Reporting Abuse and Neglect	08-005-95	X	X	X		
	Notification of Recipient Rights	08-006-97	X	X	X		
	Rights Complaint Resolution Process	08-007-95	X	X	X		
	Confidentiality	08-008-97	X	X	X		
	Dignity and Respect	08-009-97	X	X	X		
	Services Suited to Condition	08-010-97	X	X	X		
	Freedom of Movement	08-011-97	X	X	X		
	Fingerprinting, Photographs, Audiotape, One-Way Glass	08-012-97	X	X	X		
	Sterilization and Abortion	08-013-97	X	X	X		
	Personal Property and Funds	08-014-97	X	X	X		
	Treatment by Spiritual Means	08-015-97	X	X	X		
	Informed Consent	08-016-95	X	X	X		
	Residential Services – Residents' Rights to Access	08-017-97	X	X	X		
	Communication by Mail, Telephone, or Visits	08-018-97	X	X	X		
	Resident Labor	08-019-97	X	X	X		

* See complete Plan located on the GHS Intranet

**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Seclusion and Restraint	08-020-95	X	X	X		
Due Process							
	Second Opinion	08-100-97	X	X	X	X	
	Notice of Action	08-101-08	X	X	X	X	
	Grievance Process	08-102-03	X	X	X	X	
	Appeals for Consumers – Medicaid	08-103-05	X	X	X	X	
	Appeals for Consumers – Non-Medicaid	08-104-05	X	X	X	X	
	Family Support Subsidy Appeal	08-105-99	X	X	X		
General							
	Consumerism	08-200-00	X	X	X	X	
	Inclusion	08-201-95	X	X			
	Self-Determination	08-202-02	X	X	X		X
	Consumer Participation in Provider Selection	08-203-01	X	X	X	X	X
	Critical Incidents	08-204-95	X	X	X	X	X
	Client Death Reporting	08-205-95	X	X	X		X
	Advance Directives	08-206-05	X	X	X		
	Consumer Handbook	08-207-08	X	X	X		X
Section 9 - SUBSTANCE USE DISORDERS							
General							
	Service Descriptions	09-001-06				X	
	Staff Trainings	09-002-06				X	
	Provider Programming Change	09-003-06				X	
Care Guidelines							
	Admission Preference and Interim Services	09-102-06				X	
	Medical Necessity Criteria for SUD Supports & Services	09-104-06				X	

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**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Clinical Eligibility DSM IV-TF Diagnosis	09-105-06				X	
	Services for Pregnant Women, Women with Dependent Children, Women Attempting to Regain Custody, and their Children	09-106-06				X	
	Statewide FOH Treatment Services for Women & Families	09-107-06				X	
	Biopsychosocial Assessment	09-109-06				X	
	Communicable Disease – Staff Trainings, Screening, & Services	09-110-06				X	
	Consent for Release of Information	09-112-06				X	
	Discharge Summary Transition Plan Requirements	09-114-06				X	
	Covered Services by Funding Source	09-115-06				X	
	Residency in Genesee County	09-116-06				X	
Reporting							
	Reporting Requirements Summary	09-201-06				X	
	Data Completeness and National Outcome Measures	09-202-06				X	
	Women, Pregnant Women, and Women with Dependent Children Progress Report Form	09-203-06				X	
	Waiting List Management Report of Injecting Drug Users, Pregnant Women, and All Others	09-204-06				X	
	Customer Satisfaction Survey	09-205-06				X	X
	Injecting Drug Users 90% Capacity Treatment Report	09-206-08				X	
Client Rights							
	Recipient Rights	09-301-06				X	
	Recipient Rights Informal Complaints	09-302-06				X	
	Limitations on Consumer Activities	09-303-06				X	
Financial							
	Financial Coordination of Benefits	09-401-06				X	
	Reimbursement	09-402-06				X	
	Sliding Fee Scale	09-403-06				X	

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**GENESEE HEALTH SYSTEM PIHP
POLICY MANUAL
TABLE OF CONTENTS**

POLICY NAME (SUBJECT)		Policy #	PIHP/CA	GHS Provider	Network Providers	SUD Providers	GHS Procedure
	Fees for Services	09-404-06				X	
	State Disability Assistance	09-405-06				X	
Prevention							
	Prevention Services General	09-500-06				X	
	Data Submission Direct Service Activities	09-501-06				X	
	Request for Amendment	09-502-06				X	