



HURON BEHAVIORAL HEALTH
PROCEDURE

Procedure #: RR.2.05
Issue Date: 06/08/00
Rev. Date: 07/27/16
Page: 1 of 2

Title: Recipient Rights – Comprehensive Examination of Recipients Procedure

Prepared By: Recipient Rights Officer

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Purpose:

To define the policy and practice for providing a comprehensive evaluation of all new consumers.

Scope:

This procedure applies to all employees (including full-time employees, part-time employees, contractual providers, volunteers, students, and/or interns, of Huron Behavioral Health (HBH) programs, both direct and contracted.

Information:

POLICY:

- It is the policy of HBH that all consumers admitted to services at Huron Behavioral Health will be given a comprehensive evaluation consistent with the Michigan Department of Health and Human Services (MDHHS) rules.
- All consumers accepted for admission in a hospital or center shall receive a comprehensive physical and mental examination within twenty-four (24) hours. Each consumer shall be periodically re-examined at least annually.

Procedure:

1. Consumers shall be inspected upon acceptance into the residential program by an agency nurse and/or physician and notation made in the clinical record of readily observable bruises, scars, marks and possible fractures or other injuries.
2. Comprehensive examinations in a hospital or center shall include a physical examination completed by a licensed physician, as well as, mental and social assessments. This examination shall serve as the basis for development of a consumer's individualized Person Centered Plan (PCP). Assessments shall be thorough and consistent with professional standards.
 - a. For consumers admitted with an intellectual/developmental disability, the mental assessment shall include psychological and educational evaluations and an assessment of adaptive behavior.
 - b. For consumers admitted with a mental illness, the mental examination shall include a history, psychological evaluation and a mental status assessment.
3. A report of an initial comprehensive examination shall include diagnosis of physical and mental conditions and a prescribed program for initial completion of a total individual plan of service.
4. Re-examination shall be part of the required periodic review.
5. Clinical results of assessments and re-assessments shall be kept in the case record.

Complaint Process:

A consumer or another individual on behalf of a consumer has the right to file a complaint regarding a comprehensive examination. Complaints may be filed with HBH Recipient Rights Office.

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Definitions/Acronyms:

HBH – Huron Behavioral Health
MDHHS – Michigan Department of Health and Human Services
PCP – Person Centered Plan

Forms:

N/A

Records:

N/A

Reference(s) and/or Legal Authority

Michigan Mental Health Code, Section 330.1752

Change History:

Change Letter	Date of Change(s)	Changes
A	05/27/03	Documentation brought into the new procedure format and numbered for tracking, minimal changes made to content. Added Complaint Process, updated references
B	03/01/06	Second bullet in "Information" section – changed "not less often than annually" to "at least annually", changed "DCH" to "MDCH" throughout document, changed "plan of service" to person centered plan (PCP) throughout document.
C	02/02/12	Reviewed by the HBH Recipient Rights Advisory Committee on 1/23/12 w/ NO content changes.
D	05/15/13	Reviewed by the HBH Recipient Rights Advisory Committee w/ no content changes.
E	01/13/15	Reviewed by the HBH Recipient Rights Advisory Committee w/ no content changes.
F	07/27/16	Reviewed by the Recipient Rights Advisory Committee – In "Information" and "Acronym" sections changed "MDCH" to "MDHHS", in 2.a changed "as a developmentally disabled" to "with an intellectual/developmental disability", in 2.b changed "admitted as mentally ill" to "admitted with a mental illness", no other content changes made.