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 and part-time employees), contract 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 to 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 Individual Plan of Service (IPOS). 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.

Definitions/Acronyms:
Title: Recipient Rights – Comprehensive Examination of Recipients
Procedure
Prepared By: Recipient Rights Officer

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HBH – Huron Behavioral Health
IPOS – Individual Plan of Service
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:

<table>
<thead>
<tr>
<th>Change Letter</th>
<th>Date of Change(s)</th>
<th>Changes</th>
</tr>
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<tr>
<td>A</td>
<td>05/27/03</td>
<td>Documentation brought into the new procedure format and numbered for tracking, minimal changes made to content. Added Complaint Process, updated references.</td>
</tr>
<tr>
<td>B</td>
<td>03/01/06</td>
<td>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.</td>
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<tr>
<td>C</td>
<td>02/02/12</td>
<td>Reviewed by the HBH Recipient Rights Advisory Committee on 1/23/12 w/ NO content changes.</td>
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<td>D</td>
<td>05/15/13</td>
<td>Reviewed by the HBH Recipient Rights Advisory Committee w/ no content changes.</td>
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<tr>
<td>E</td>
<td>01/13/15</td>
<td>Reviewed by the HBH Recipient Rights Advisory Committee w/ no content changes.</td>
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<td>F</td>
<td>07/27/16</td>
<td>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.</td>
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<td>G</td>
<td>08/07/18</td>
<td>Reviewed by Recipient Rights Advisory Committee – No content changes.</td>
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<td>H</td>
<td>05/19/20</td>
<td>In “Procedure” section #2 changes “Person Centered Plan (PCP)” to “Individual Plan of Service (IPOS)”, in “Acronyms” section added “IPOS”, made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.</td>
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