



## HURON BEHAVIORAL HEALTH PROCEDURE

Procedure #: **RR.2.05**  
Issue Date: 06/08/00  
Rev. Date: 12/31/23  
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### 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 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 Huron Behavioral Health that all consumers admitted to services 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 (I/DD), 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 consumer's case record in the Electronic Medical Record (EMR) system.

#### 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:

EMR – Electronic Medical Record

HBH – Huron Behavioral Health

I/DD – Intellectual Developmental Disability

IPOS – Individual Plan of Service

MDHHS – Michigan Department of Health and Human Services

## Forms:

N/A

## Records:

Consumer records are retained in the Electronic Medical Record (EMR) system in accordance with the [“HBH Record Retention and Storage Policy” \(QI.1.23\)](#).

## Reference(s) and/or Legal Authority

Michigan Mental Health Code, Section 330.1752

[QI.1.23 HBH Record Retention and Storage Policy](#)

## 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.
G	08/07/18	Reviewed by Recipient Rights Advisory Committee – No content changes.
H	05/19/20	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.
I	04/10/22	In “Acronyms” section removed “PCP” and added “EMR” & “I/DD”, added sentence in “Records” section, in “References” section added “QI.1.23”, made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.
J	12/31/23	No content changes made.