



HURON BEHAVIORAL HEALTH
PROCEDURE

Procedure #: **RR.2.05**
Issue Date: 06/08/00
Rev. Date: 10/16/25
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 and part-time employees), contract providers, volunteers, students, and/or interns, of Huron Behavioral Health (HBH) and all consumers served.

Information:

1. 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.
2. In accordance with the Michigan Mental Health Code (330.1710), all consumers admitted to a hospital or center shall receive a comprehensive physical and mental examination within twenty-four (24) hours of admission. 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 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 (see also "[Periodic Review Policy](#)" SD.1.07).
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.

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

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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 330.1710
Michigan Mental Health Code, Section 330.1752
[QI.1.23 HBH Record Retention and Storage Policy](#)
[SD.1.07 Periodic Review 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 01/23/12 with 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. |
| K | 10/16/25 | In "Scope" section removed "programs, both direct and contracted" & added "and all consumers served", in "Information" section #2 added "In accordance with the Michigan Mental Health Code (330.1710).", in "References" section added "Michigan Mental Health Code, Section 330.1710" & SD.1.07, made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content. |
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