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**Owner:** *Kip Kliber: Director, Recipient Rights*  
**Policy Area:** *Recipient Rights*  
**References:**

## Comprehensive Examinations

### POLICY

It is the policy of the Detroit Wayne Mental Health Authority (DWMHA) that each recipient shall receive all appropriately indicated evaluations in a timely fashion, including biopsychosocial, physical, and laboratory, and shall be periodically reexamined at least annually, or more frequently as indicated by the recipient's condition, change in condition, or acute onset of symptoms of new illness. Reports of all examinations and evaluations shall be incorporated into the treatment planning process and maintained as part of the permanent clinical record.

### PURPOSE

To provide standards to be followed to ensure that recipients of DWMHA-contracted services receive the examinations required.

### APPLICATION

1. The following groups are required to implement and adhere to this policy: DWMHA Board, DWMHA Staff, Contractual Staff, Access Center, MCPN Staff, Network Providers, Crisis services vendor
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED, Autism
3. This policy impacts the following **contracts/service lines**: MI-HEALTH LINK, Medicaid, Autism, Grants, General Fund

### KEYWORDS

1. Biopsychosocial assessment
2. MCPN
3. Performance improvement program
4. Physical evaluation

### STANDARDS

1. Each recipient shall receive appropriate, complete and timely evaluations as appropriate for the level of service received.
2. Each recipient admitted to an inpatient setting shall receive a physical evaluation performed by a licensed

physician, a certified nurse practitioner acting under the supervision of a physician, or a physician's assistant acting under the supervision of a physician within 24 hours following admission.

- a. Pertinent laboratory studies and imaging techniques shall be ordered consistent with findings of the initial physical evaluation and any subsequent physical or mental examinations.
  - b. A comprehensive psychosocial assessment shall be conducted within 3 days following admission.
3. Each recipient with a finding consistent with a disorder of mood, thought, or behavior shall receive a psychiatric evaluation performed by a psychiatrist who meets the requirements stated in the Mental Health Code [MCL 330.1100c(10)].
  4. Each recipient with a finding of a developmental disability shall receive a battery of psychological testing and specialty evaluations (Medical, Physical Therapy (PT), Occupational Therapy (OT), Speech and Language) as appropriate to his/her condition.
  5. Each recipient with a finding of physical disability shall receive specialty evaluations (Medical, PT, OT, Speech and Language) as appropriate to his/her condition.
  6. Each recipient with a finding of a current nutritional deficit or a potential for nutritional risk shall receive an evaluation performed by a Registered Dietitian.
  7. If any element of an initial evaluation is deferred, the reason for the delay and the expected date of completion shall be documented in the recipient's clinical record.
  8. The clinical record shall be reviewed periodically to assure completion of all deferred examinations and procedures.
  9. Each contracted service provider shall incorporate these standards into its performance improvement program.

## **QUALITY ASSURANCE/IMPROVEMENT**

DWMHA shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The quality improvement programs of MCPNs, their subcontractors, and direct contractors must include measures for both the monitoring of and the continuous improvement of the programs or processes described in this policy.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWMHA staff, MCPNs, contractors, and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **LEGAL AUTHORITY**

1. Michigan Mental Health Code, P.A. 258 of 1974, as amended; MCL 330.1710; MCL 330.1752

## **RELATED POLICIES**

1. Individual Plan of Service/Person-Centered Planning
2. Consent to Treatment and Services

3. Treatment with Dignity and Respect

## RELATED DEPARTMENTS

1. Administration
2. Clinical Practice Improvement
3. Customer Service
4. Integrated Health Care
5. Managed Care Operations
6. Quality Improvement
7. Recipient Rights

## CLINICAL POLICY

YES

## INTERNAL/EXTERNAL POLICY

EXTERNAL

### Attachments:

No Attachments

### Approval Signatures

Approver	Date
Dana Lasenby: Deputy Chief Operating Officer	08/2017
Allison Smith: Project Manager, PMP	08/2017
Carmen McIntyre: Chief Medical Officer	08/2017
Donna Coulter: Dir. of OPA	08/2017
Michele Vasconcellos: Director, Customer Service	08/2017
Eric Doeh	08/2017
Mary Allix	08/2017
Maha Sulaiman [AS]	08/2017
Michael Rangos: Director of Procurement	08/2017
Bessie Tetteh: CIO	08/2017
Rolf Lowe: Assistant General Counsel/HIPAA Privacy Officer	08/2017
Lorraine Taylor-Muhammad: Director, Managed Care Operations	08/2017
Andrea Smith: Director	08/2017
crystal Palmer: Director, Children's Initiatives	08/2017
Julia Kyle: Director of Integrated Care	08/2017

<b>Approver</b>	<b>Date</b>
Darlene Owens: Director, Substance Use Disorders, Initiatives	08/2017
Corine Mann: Chief Strategic Officer/Quality Improvement	08/2017
Jody Connally: Director, Human Resources	08/2017
Stacie Durant: CFO Management & Budget	08/2017
William Sabado: Chief of Staff	08/2017
Diana Hallifield: Consultant	08/2017
Kip Kliber: Director, Recipient Rights	07/2017

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