

SWMBH Operating Policy 1.1

SUBJECT Policy Development and Approval		ACCOUNTABILITY General Management-Operations & QAPI	Effective Date: 1/1/14	Pages: 2
REQUIRED BY			Last Reviewed Date:	Past Reviewed Dates:
BBA Section _____			7/14/16	6/9/15
PIHP Contract Section _____				
NCQA/URAC Standard _____				
SA SARF _____				
Other _____				
LINE OF BUSINESS	APPLICATION	Last Revised Date:	Past Revised Dates:	
<input checked="" type="checkbox"/> Specialty Waiver (B/C)	<input checked="" type="checkbox"/> SWMBH Staff and Ops	7/14/16	6/9/15	
<input checked="" type="checkbox"/> I Waiver	<input type="checkbox"/> Participant CMHSPs			
<input checked="" type="checkbox"/> ABW Waiver	<input type="checkbox"/> SUD Providers			
<input checked="" type="checkbox"/> SUD Medicaid	<input type="checkbox"/> MH / DD providers			
<input checked="" type="checkbox"/> SUD CA Block Grant	<input type="checkbox"/> DD providers			
<input checked="" type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____			
Approved: _____		Required Reviewer		
By: _____		Director of Operations		
Date: _____		Director of QAPI		

I. Purpose

To provide standards and guidelines for the development, review, approval, and publishing of Southwest Michigan Behavioral Health (SWMBH) policies.

II. Policy

It shall be the policy of SWMBH that all policies will be developed, reviewed, and revised in accordance with the procedures outlined below.

III. Standards and Guidelines

- A. Policies should effectively guide SWMBH in achieving its mission, purposes, goals and objectives consistent with statutory, regulatory and contractual obligations.
- B. Policies shall focus on the requirements of successfully operating the PIHP, meeting and implementing required rules and regulations, or on the desired ends and outcomes of the successful management of the Prepaid Inpatient Health Plan (PIHP).
- C. Policies will provide staff with documented procedures appropriate to their jobs.
- D. Policies will clearly identify entities/organizations and staff that are responsible for following a given policy.
- E. SWMBH Functional Area Leads will be accountable for development, implementation, and revision of policies and making sure that policies are congruent with statutory, regulatory and contractual obligations. Functional Area Leads may direct their designee to draft the policy; however Functional Area Leads assigned will be required to sign off on a policy's content.
- F. Policies will not be retroactively applied to external organizations unless mandated by Michigan Department of Health and Human Services (MDHHS), CMS or other legitimate regulator. Policies that apply to external organizations will have a clear implementation date.
- G. Policies will use the appropriate SWMBH format and follow appropriate guidelines as listed below:
 1. Policies will be reviewed by SWMBH committees when appropriate.
 2. Policies will be signed by Functional Area Lead and submitted to Operations Department for Posting.
 3. The Operations Department or its designee will post the draft policy for a specified feedback period, typically three (3) business days. Once the feedback period is completed the

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Operations Department will incorporate the approved policy into the SWMBH policy manual available on SWMBH S Drive and as appropriate the SWMBH website for external users.

H. Procedures for policies:

1. All policies will document effective date, review dates and most recent revision dates.
2. SWMBH staff will have access to all policies through the Master Policy Index.
3. Participant CMHSP staff will have access to SWMBH policies through the SWMBH website (www.swmbh.org)
4. New Policies:
 - a. The proposed policy is developed by designated PIHP staff with input from SWMBH staff, workgroups, and committees as applicable.
 - b. The initiator of the policy will put draft content into SWMBH policy format.
 - c. Staff responsible for revision will submit electronic versions and signed paper copies of the approved policies to the Operations Department.
 - d. The Operations Department or its designee will provide the policy to appropriate staff and stakeholders for review and public comment. The Operations Department or its designee will then add the policy to the Master Policy Index Spreadsheet and Master Policy Binder, and other public posting as deemed necessary.
5. Revision of Policies:
 - a. Policies can be reviewed and updated at any time due to contractual changes, updated procedures, or changes in business process or need. The Functional Area Lead or designee will update the policy.
 - b. Staff responsible for revision will submit electronic versions and signed paper copies of the approved policies to the Operations Department.
 - c. The Operations Department or its designee will provide the policy to appropriate staff and stakeholders for review and public comment. The Operations Department or its designee will then add the policy to the Master Policy Index Spreadsheet and Master Policy Binder, and other public posting as deemed necessary.
6. Annual Policy Review:
 - a. Annually, within 30 days prior to required review date, the Functional Area Lead will review the current policy and make changes if necessary.
 - b. Appropriate staff and workgroups or committees will be consulted regarding the annual review of SWMBH policies as deemed necessary by reviewer.
 - c. Staff responsible for annual review will submit electronic versions and signed paper copies of the approved policies to the Operations Department. The Operations Department or its designee will provide the policy to appropriate staff and stakeholders for review and public comment. The Operations Department or its designee will then add the policy to the Master Policy Index Spreadsheet and Master Policy Binder, and other public posting as deemed necessary.
7. Maintenance:
 - a. Adherence to this policy is monitored by the Operations Department and the Quality Management Department, with input from Functional Area Leads. This policy will be reviewed at least annually, and the Master Policy Index will be reviewed at least annually.

IV. References

This Policy currently meets: NCQA MBHO Standards

V. Attachments

None