

SWMBH Operating Policy 11.19

Subject: Substance Abuse Operating Manual-SARF		Accountability: SAPT	Effective Date: 7/28/14	Pages: 1
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ SA SARF <u>Department of Community Health Mental Health and Substance Abuse Administration</u> <u>Substance Use Disorder Services Program R 325.14107, Operating Manual, Rule 107</u> Other _____			Last Reviewed Date: 9/16/16	Past Reviewed Dates: 7/28/14
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> I Waiver <input checked="" type="checkbox"/> Healthy Michigan <input checked="" type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD CA Block Grant <input type="checkbox"/> OTHER: _____		APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 9/16/16	Past Revised Dates:
Approved : <u>[Signature]</u> <u>7.18.17</u> Date: _____			Required Reviewer: Director of SAPT Director of UM & CS	

I. Purpose

Southwest Michigan Behavioral Health (SWMBH) will develop and employ clear, accurate standards for treatment that satisfy SARF licensure requirements.

II. Policy

It shall be the policy of Southwest Michigan Behavioral Health to have an operating procedures manual which shall be clear and accurately reflect program activity.

III. Standards and Guidelines

A. The manual will be annually reviewed and contain minimally the following:

- Intake procedures
- Admission criteria
- Discharge and termination criteria
- Confidentiality procedures
- Follow-up procedures post-discharge
- Organizational structure
- Aftercare procedures
- Recipient Rights policies

IV. Definitions

None

V. References

Department of Community Health Mental Health and Substance Abuse Administration Substance Use Disorder Services Program R 325.14107, Operating Manual, Rule 107

VI. Attachments

None