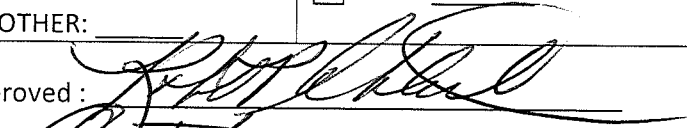


SWMBH Operating Policy 7.5

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|--|--|---|---|----------------------------------|
| Subject: IT Requisitions | | Accountability: Information Technology | Effective Date: 11/1/15 | Pages: 2 |
| REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ SA SARF _____ Other _____ | | | Last Reviewed Date: 10/19/16 | Past Reviewed Dates: 10/21/15 |
| LINE OF BUSINESS: <input checked="" type="checkbox"/> Specialty Waiver (B/C) <input checked="" type="checkbox"/> I Waiver <input checked="" type="checkbox"/> Healthy Michigan <input checked="" type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD Community Grant <input checked="" type="checkbox"/> MI Health Link <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: | Past Revised Dates: 10/21/15 |
| Approved :  | | | Required Reviewer: Chief Information Officer | |
| Date: <u>October 18, 2016</u> | | | | |

I. Purpose

To ensure that Southwest Michigan Behavioral Health (SWMBH) follows a standard process for the requisition and receiving of Information Technology (IT) equipment, that appropriate procurement practices are followed and equipment inventory is appropriately managed by the SWMBH IT Department.

II. Policy

It is the policy of SWMBH that all IT equipment requests be approved by the requesting employee's Senior Leader (SL) and then Chief Information Officer (CIO)/IT Project Manager. Only the CIO or his directed representative makes the request to the appropriate equipment vendor.

III. Standards and Guidelines

A. SWMBH employees require the use of IT equipment in order to complete their assigned tasks. It is the role of IT to ensure that these resources are available as needed, as well as appropriately manage available SWMBH IT resources.

B. IT Procurement Request Process

The request process to follow will be as follows:

1. Newly Hired Employees

For new employees, the process will follow the HR new employee needs request process. The request form will be filled out and sent to HR, who will then forward to IT for approval and procurement. Since this process already includes SL approval, this meets the SL approval requirement of the policy.

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2. Additional or New Equipment for Existing Employees

Requests for IT equipment must come through an SL to the CIO or designated representative. Once approved, IT will then procure the requested equipment through the appropriate channels. Equipment will be delivered and setup as necessary as per the request.

IV. Definitions

A Senior Leader is defined as one of the following positions:

1. Chief Executive Officer
2. Chief Financial Officer
3. Chief Compliance Officer
4. Chief Clinical Officer
5. Chief Information Officer
6. Director of Operations
7. Director of Quality Assurance and Performance Improvement (QAPI)
8. Director of Provider Network Management and Clinical Improvement
9. Director of Utilization Management and Member Engagement
10. Director of Substance Abuse Prevention and Treatment (SAPT)

V. References

None

VI. Attachments

None