



Monterey County Behavioral Health Policy and Procedure

Policy Number	100
Policy Title	Division Policies And Procedures
References	NONE
Form	NONE
Effective	September 8, 1986 Revised: March 27, 2006 Revised: April 1, 2009 Revised: November 25, 2015

Policy

It is the intent that Monterey County Behavioral Health (MCBH) complies with state, federal, and local regulatory requirements as part of the County Mental Health Plan (MHP). As such, it is the responsibility of the Behavioral Health Director to make Divisional policies to comply with regulatory requirements. All Divisional policies are brought forth and approved through the MCBH Quality Improvement Committee (QIC). All approved policies are published on the MCBH Quality Improvement website (www.mtyhd.org/qi). Additionally, staff are informed of new policies and significant changes to policies using a variety of communication tools. These tools include through an updated Documentation Guide, monthly QI Newsletters, Policy Clarification Memos, divisional leadership. The updates and/or clarifications are considered to be official MCBH requirements.

Procedure

All policies will be presented to the MCBH QIC for review and approval. If approved, it will be posted to the QI website. Staff will be notified of the changes utilizing an acceptable form of communication (as noted above). The Documentation Guide will be updated to reflect changes in policies. If policy is not approved, the policy will be revised utilizing the input from the QIC and will be brought back to the QIC for review and approval at a later time.

The Documentation Guide is updated at least twice annually and published on the MCHH QI website. The Documentation Guide shall be used as a reference for all employees to ascertain the appropriateness of their actions in conjunction with their duties. It is incumbent upon the employee to act in accordance with the policies contained therein the Documentation Guide and all Divisional policies. The Documentation Guide reflects the current requirements for direct services reimbursed by Medi-Cal Specialty Mental Health Services, California Code of Regulations (CCR, Title 9, Division 1) and serves as the basis for all documentation and claiming in Monterey County

30 Behavioral Health, regardless of payer source. All staff, whether directly operated by the County or
31 Contracted Community “Providers” are expected to abide by the information found in the
32 Documentation Guide.

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34 Staff will be updated on changes to policies via posted policies on the QI website, updated
35 Documentation Guide, monthly QI Newsletters, Policy Clarification Memos, and/or divisional
36 leadership. The updates and/or clarifications are considered to be official MCBH requirements.

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