

**Community Mental Health Affiliation
of Mid-Michigan**

PROCEDURE #: 3.9	Page 1 of 2	SUBJECT: Recipient Rights Data Validation
Related Policy(ies) #: 3.0		SUBJECT: Enrollee Rights
Issuing Director: Director of Affiliation Operations		Original Effective Date: 07/01/10

REVISED DATE

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Review Date(s)

10/27/11					

I. PURPOSE:

To ensure that Recipient Rights Data collected by CMHSPs and CA Rights Offices, as required by the Michigan Mental Health Code, is collected in a consistent manner and reviewed to ensure accuracy prior to submission to the State Office of Recipient Rights.

II. STANDARDS:

Michigan Mental Health of 1974 as amended: Chapters 7 and 7A: Recipient Rights

III. DEFINITION(S): (if applicable)

IV. PROCEDURES:

- A. Data collected by CMHSPs/CAs as required by the Michigan Mental Health Code shall be recorded, maintained and reported to the State Office of Recipient Rights in a manner to ensure the accuracy and validity of the data.
- B. Prior to semi-annual and annual submissions, data shall be entered into the State required format by the Director of Recipient Rights/designee.
- C. The Executive Director/designee shall review the report content for accuracy prior to submission to the State Office of Recipient Rights.
- D. Rights Officers from each affiliate CMHSP shall meet at least annually to:
 - 1. Review functions of the Rights Offices.
 - 2. Share best practices related to those functions.
 - 3. During those meetings each rights officer shall bring 2-3 completed investigations with identifying information redacted. The investigations will be reviewed against MDCH standards and comments, suggestions and opportunities for improvements discussed among the officers.
 - 4. Minutes of the PIHP Rights meetings including recommendations shall be recorded and maintained by the PIHP Rights Committee and the PIHP.

V. APPLICATION:

All CMHAMM CMHSPs/CAs.

VI. MONITOR AND REVIEW:

The Director of Quality, Customer Service and Recipient Rights shall monitor CMHSP/CA compliance with these functions. The PIHP Director of Affiliation Operations will review this procedure annually. External review will include MDCH and CMS site visits and reporting.

VII. RELATED POLICIES AND PROCEDURES:

CMHAMM Policy	3.0	Recipient/Enrollee Rights
CMHAMM Policy	6.0	PIHP Requirements for Information Management