

Policy Title: Facility Programming/Clinical Services Procedures

Scope: Each facility operated by the Department of Mental Health shall establish and follow procedures outlining the facility's programming and clinical services procedures.

Purpose: To ensure the Board and the Department of Mental Health fulfill their obligations set out in Section 41-4-7(g) of the Miss. Code of 1972, Ann., and state and federal regulations and that all facility staff are aware of the relevant regulations and methods to be utilized in programming and clinical services it shall be the policy of the Board of Mental Health that these regulations and methods be established.

Procedure: The following shall be the policy for development and approval of the programming and clinical procedures.

I. Name

The programming and clinical services procedures shall be delineated in manual form and shall be entitled:

North Mississippi Regional Program Manual

Boswell Regional Center Program Manual

North Mississippi State Hospital Policy
and Procedure
Manual

Hudspeth Regional Center Program
Manual

Ellisville State School Program Manual

South Mississippi Regional Center Program
Manual

South Mississippi State Hospital Program
Manual

Mississippi State Hospital Program Manual

East Mississippi State Hospital Program
Manual

Central Mississippi Residential Center
Policy and Procedure Manual

Juvenile Rehabilitation Center policy and
Procedure Manual

Specialized Treatment Facility for
Emotionally Disturbed Policy and
Procedure Manual

II. Content

A committee known as the Program Manual Committee, appointed by the Executive Director, shall select a standard format to be utilized in all manuals and a standard outline of topics to be addressed in each manual.

III. Development

Each facility shall establish an internal

committee to develop and review that facility's programming/-clinical services manual.

The facility director shall review and approve the content of the programming/clinical services manual.

IV. Review

Each facility's manual shall be reviewed for amendments at least every two (2) years.

Recommendations from a facility's internal committee to the Program Manual Committee concerning recommended changes in format or content shall be made at least three (3) months prior to the review date.

V. Dissemination

Copies of the program manual shall be provided to all appropriate staff as determined by the facility director.

Information contained in the manual shall be provided to other staff as determined appropriate by the facility director.

The Executive Director shall retain a current copy of each facility's program manual.

D-0016
03/26/92
07/30/94
11/21/96
12/20/98
02/21/01
09/27/03

D-0016
03/26/92
07/30/94
11/21/96
12/20/98
02/21/01
09/27/03

D-0016
03/26/92
07/30/94
11/21/96
12/20/98
02/21/01
09/27/03