

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.

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12/20/98  
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Policy Title: Bureau of Mental Retardation State Plan  
Advisory Council

Scope: Pursuant to Section 41-4-9, the Board of  
Mental Health is empowered to create  
advisory councils to assist the Board and  
Department in the performance of their  
duties.

Policy: An Advisory Council shall be established  
to assist the Department of Mental  
Health, Bureau of Mental Retardation in  
developing a long- range state plan for  
services for individuals with mental  
retardation. The Council shall provide  
an avenue for clients, family members,  
and service providers to communicate and  
work together in identifying and planning  
an array of services for those citizens  
of the state with mental retardation.  
The Council shall participate in the  
annual update of the plan by reviewing  
the plan and making recommendations for  
additions/revisions.

Procedure: The following shall be the procedures for  
establishing and implementing the Bureau  
of Mental Retardation State Plan Advisory  
Council.

I. ESTABLISHMENT.

In accordance with the bylaws of the Mississippi Board of Mental Health, the Board may appoint representatives or agents with such powers to perform acts or duties on behalf of the Board. Therefore, the Board hereby authorizes the Executive Director of the Department of Mental Health to appoint individuals to a Bureau of Mental Retardation State Plan Advisory Council.

II. PARTICIPANTS.

- A. The Executive Director of the Department of Mental Health shall appoint seven (7) individuals to participate in the Council;
- B. The seven (7) participants shall be representatives from various areas of the state, including urban and rural areas;
- C. The participants shall be representatives for individuals with mental retardation or parents/guardians of individuals with mental retardation, service providers, regional mental retardation facilities, community mental health centers, Developmental Disabilities Council member, and other related service agencies;
- D. Participants will be appointed for a one-year term. Participants may be reappointed;
- E. Any individual who becomes a participant shall immediately be entitled to vote; and,
- F. In the event of a vacancy, the Executive Director shall appoint

another individual to complete the term.

III. FUNCTIONS.

- A. The Bureau of Mental Retardation State Plan Advisory Council shall advise and support the Bureau of Mental Retardation in the development of a long-range state plan for services for individuals with mental retardation;
- B. The Bureau of Mental Retardation State Plan Advisory Council shall advocate for services that meet the needs of individuals with mental retardation;
- C. The Bureau of Mental Retardation State Plan Advisory Council shall review the existing plan;
- D. The Bureau of Mental Retardation State Plan Advisory Council shall provide information on needs for services in their area;
- E. The Bureau of Mental Retardation State Plan Advisory Council shall make recommendations for plan additions/revisions; and,
- F. The Bureau of Mental Retardation State Plan Advisory Council shall support the implementation of the State Plan for Department of Mental Health Related Services For Individuals With Mental Retardation.

IV. MEETINGS.

- A. Meetings will be held as needed and at least quarterly; and,

- B. Notice of date, time, and place of a called meeting will be served personally or by mail not less than five (5) days nor more than ten (10) days before the meeting.

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