


CHAPTER: 2	SECTION: 13	SUBJECT: CONTINUUM OF CARE
TITLE: PROVISION OF SERVICE TO STAFF AND/OR STAFF FAMILY MEMBERS		
EFFECTIVE DATE: 6/24/97	REVISED/REVIEWED DATE: 5/8/00, 2/20/03, 1/17/06, 02/05/08, 2/28/11, 2/13/13, 2/24/14, 4/22/15, 5/6/16, 4/30/17, 7/31/19; 9/16/2020; 10/08/2021	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

I. PURPOSE:

To establish policy and procedure for provision of service to Community Mental Health of Ottawa County (CMHOC) staff and staff family members.

II. APPLICATION:

To all CMHOC operated and contracted programs, if specified by contract.

III. DEFINITIONS:

Not Applicable

IV. POLICY:

When a CMHOC staff or family member qualifies for and requests CMHOC services, it is our policy to provide medically necessary services with a provider with whom no dual relationship exists, consistent with the Agency's ethics policy.

V. PROCEDURES:

- A. All current CMHOC policies and procedures will be followed, with no special circumstances created. The staff and/or staff family member will be so informed.
- B. All CMHOC staff have a legal responsibility to maintain confidentiality of all consumer information. Consumer information will only be shared within the CMHOC agency on a "need to know" basis.

VI. ATTACHMENTS:

Not applicable.

VII. REFERENCES:

CMHOC Policy #1.2 "Organizational Ethics"