


COMMUNITY MENTAL HEALTH OF OTTAWA COUNTY  
**INDIVIDUAL CARE TO CONSUMERS**

CHAPTER: 4	SECTION: 19	SUBJECT: INDIVIDUAL CARE TO CONSUMERS
TITLE: <b>PROGRAM DESCRIPTIONS</b>		
EFFECTIVE DATE: 12/15/95	REVISED/REVIEWED DATE: 6/26/00; 4/29/02; 6/7/05, 4/30/07, 1/19/12, 3/25/13, 4/21/14, 7/8/15, 6/8/16, 8/31/17, 11/15/18, 2/20/19, 5/20/20; 5/13/2021, 10/31/22, 11/20/23	
ISSUED AND APPROVED BY:   EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To establish policy and procedures for program descriptions and services for Agency consumers provided by staff and contracted employees of Community Mental Health of Ottawa County (CMHOC).

**II. APPLICATION:**

To all CMHOC operated and contracted programs as specified by contract.

**III. DEFINITIONS:**

None applicable.

**IV. POLICY:**

It is the policy of CMHOC to maintain up-to-date program descriptions for all Agency programs, both directly delivered and contracted. Each description shall delineate the following, as appropriate:

1. Description of program;
2. Eligibility criteria;
3. Termination of program criteria;
4. Program objectives;
5. Location and hours of program;
6. Staffing for the program to include:
  - a) Title of positions; and
  - b) Degrees and/or certification required

**V. PROCEDURE:**

1. The Quality Improvement Unit shall be responsible for assuring up to date program description are available electronically to staff on the data system.
2. When a new program is to be implemented, the program supervisor/coordinator of the new program shall submit a description in the prescribed format to Leadership Group.

2. Leadership Group may approve the program and have the description attached to this policy, or
3. Make revisions and have the description attached to this policy, or
4. Return the program descriptions to the program supervisor/coordinator for revision and resubmission.
5. The Quality Improvement Unit shall be responsible for assuring up to date program description are available electronically to staff on the data system once implemented.

**VI. ATTACHMENT:**  
Program Descriptions

**VII. REFERENCE:**  
CARF