



# Network Services FY2010 Provider Manual Table of Contents

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Notes:

Licensed Residential	Enhanced Health Services	Inpatient	Crisis	Primary Providers (Supports Coordination, Case Management & Primary)	Substance Abuse	Community Living Supports/ Supported Independent Housing/ Respite Services	Skill Build/Supported Employment/Clubhouse	All Other Providers
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Page	TAB 1 INTRODUCTION TO SCCMHA									
A 9	Introduction to the SCCMHA Provider Manual	Jun-07	REVISED	X	X	X	X	X	X	X
B 12	SCCMHA Mission Statement/Vision Statement		UNCHANGED	X	X	X	X	X	X	X
C 13	SCCMHA Fact Sheet	Aug-05	REVISED	X	X	X	X	X	X	X
D 14	SCCMHA Citizens Advisory Committee (CAC)	2007-2008	REVISED	X	X	X	X	X	X	X
E 15	SCCMHA Board of Directors	2007-2008	REVISED	X	X	X	X	X	X	X
F 16	SCCMHA Key Contact List	Jun-07	REVISED	X	X	X	X	X	X	X
G 17	SCCMHA Clinical Teams Contact List	Jun-07	REVISED	X	X	X	X	X	X	X
H 19	SCCMHA Organizational Chart	Jan-07	REVISED	X	X	X	X	X	X	X
I 20	SCCMHA Network Services and Public Policy Organizational Chart	Jun-07	REVISED	X	X	X	X	X	X	X
J 21	SCCMHA Policy 00.01.02 - A History of CMH and the Genesis of SCCMHA		NEW	X	X	X	X	X	X	X
Page	TAB 2 ELIGIBILITY & CARE MANAGEMENT									
A 33	SCCMHA Policy 03.01.01 - Eligibility Criteria	6/29/2007	REVISED	X	X	X	X	X	X	X
B 41	SCCMHA Policy 05.04.01- Care Management Services	6/13/2007	REVISED	X	X	X	X	X	X	X
C 54	SCCMHA Policy 05.04.02- Member Enrollment, Quality Data and Case Service Status	6/20/2007	REVISED					X	X	
D 64	SCCMHA Procedure 09.02.01.02.01- Coordination of Benefits	4/26/2007	UNCHANGED			X		X	X	
E 66	SCCMHA Procedure 09.02.03.01- Ability to Pay Provider Procedure	8/18/2006	REVISED			X		X	X	
F 68	SCCMHA Procedure 09.02.03.01.01- Ability to Pay Instructions for Completion of Form	6/25/2007	UNCHANGED			X		X	X	
G 74	SCCMHA Procedure 09.02.04.05- Capitated Fund Source Application Procedure	7/1/2005	UNCHANGED			X		X	X	
H 83	SCCMHA Procedure 09.02.04.06- Medicaid Deductible	8/22/2006	UNCHANGED	X		X		X	X	X
Page	TAB 3 SERVICES & PROTOCOLS									
A 90	Michigan Medicaid Provider Manual- Mental Health & Substance Abuse	7/1/2007	REVISED	X	X	X	X	X	X	X
B 227	MDCH Site Visit Protocols- PIHP Site Review Report	5/11/2007	UNCHANGED	X	X	X	X	X	X	X
C 277	MDCH Children's Diagnostic and Treatment Services Certification	6/19/1992	UNCHANGED				X	X	X	
D 301	Reporting Requirements & Schedule - Outpatient Service Provider Panel	7/3/2007	REVISED					X	X	
Page	TAB 4 SERVICE DELIVERY									
A 303	SCCMHA Policy 02.01.10- Therapeutic Environment		NEW	X	X	X	X	X	X	X
B 306	SCCMHA Policy 02.02.27- The Reporting of a Consumer's Death	7/3/2007	REVISED	X	X	X	X	X	X	X
C 315	SCCMHA Policy 02.03.01- Consumerism	6/12/2007	REVISED	X	X	X	X	X	X	X
D 320	SCCMHA Policy 02.03.02- Inclusion	6/12/2007	REVISED	X	X	X	X	X	X	X
E 324	SCCMHA Policy 02.03.03- Person Centered Planning	12/1/2002	REVISED	X	X	X	X	X	X	X
F 332	SCCMHA Policy 02.03.03 B- Family Centered Practice	6/18/2007	REVISED	X	X	X	X	X	X	X
G 336	SCCMHA Policy 02.03.04 - Self-Determination	6/12/2007	REVISED	X	X	X	X	X	X	X
H 345	SCCMHA Policy 02.03.05- Recovery	7/20/2006	REVISED	X	X	X	X	X	X	X
I 348	SCCMHA Policy 02.03.06- Housing Best Practice	6/11/2007	REVISED	X	X	X	X	X	X	X
J 354	SCCMHA Policy 02.03.07-Employment of Consumers	7/5/2007	REVISED	X	X	X	X	X	X	X
K 362	SCCMHA Policy 02.03.08- Welcoming	7/1/2007	REVISED	X	X	X	X	X	X	X
L 367	SCCMHA Policy 02.03.09- Evidence-Based Practices	4/21/2007	REVISED	X	X	X	X	X	X	X
M 397	SCCMHA Policy 02.03.09.01- Co-Occurring Disorders	5/1/2006	REVISED	X	X	X	X	X	X	X
N 414	SCCMHA Policy 02.03.09.02- Assertive Community Treatment Policy	7/20/2006	REVISED					X		
O 422	SCCMHA Policy 02.03.09.03- Supported Employment Policy	7/20/2006	REVISED					X		X
P 434	SCCMHA Policy 02.03.09.04- Dialectical Behavioral Treatment Policy	7/20/2006	REVISED					X		
Q 441	SCCMHA Policy 02.03.09.05- Family Psychoeducation Policy	2/7/2007	REVISED					X		
R 452	SCCMHA Policy 02.03.09.06- Parent Management Training- Oregon Model (PMTO)		NEW					X		
S 456	SCCMHA Policy 02.03.09.07- Parenting Wisely		NEW					X		
T 459	SCCMHA Policy 02.03.09.08- Wrap Around		NEW					X		
U 464	SCCMHA Policy 02.03.09.09- System of Care		NEW					X		
V 471	SCCMHA Policy 02.03.09.10- Substance Use Disorders Services & Management Plan		NEW					X	X	
W 485	SCCMHA Policy 02.03.09.11- Adult Crisis Residential		NEW	X			X	X		









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E	1189	SCCMHA Procedure 09.02.01.01.10.05- Professional 1500 Uniform Billing Form	4/26/2007	UNCHANGED	X	X		X	X		X	X	X
F	1191	SCCMHA Procedure 09.02.01.01.10.06- Professional 1500 Uniform Billing Instructions	4/26/2007	UNCHANGED	X	X		X	X		X	X	X
G	1196	SCCMHA Procedure 09.02.01.01.10.07- UB04 Uniform Billing Form	5/1/2007	UNCHANGED			X						
H	1198	SCCMHA Procedure 09.02.01.01.10.08- UB04 Uniform Billing Instructions	5/1/2007	UNCHANGED			X						
I	1203	SCCMHA Procedure 09.02.01.01.14- Provider Registration/ SCCMHA Encompass System Training	4/26/2007	UNCHANGED	X	X	X	X	X	X	X	X	X
J	1206	SCCMHA Procedure 09.02.01.01.15- Network Provider Claims Workflow	2/14/2007	UNCHANGED	X	X	X	X	X	X	X	X	X
K	1209	SCCMHA Procedure 09.02.01.01.30- Electronic Claims Submission for Providers	3/28/2007	UNCHANGED	X	X	X	X	X	X	X	X	X
Page		<b>TAB 8 NETWORK SERVICES</b>											
A	1240	SCCMHA Audit Checklist- ACT	6/25/2007	REVISED									X
B	1250	SCCMHA Audit Checklist- Children's Case Management/ Outpatient	6/25/2007	REVISED					X				
C	1261	SCCMHA Audit Checklist- Clubhouse/ PSR	6/25/2007	REVISED								X	
D	1268	SCCMHA Audit Checklist- Community Living Supports, Individual/Respite	6/25/2007	REVISED							X		
E	1271	SCCMHA Audit Checklist- Community Living Supports, Corporate	6/25/2007	REVISED							X		
F	1274	SCCMHA Audit Checklist- Crisis	6/25/2007	REVISED				X					
G	1283	SCCMHA Audit Checklist- Crisis Residential	6/25/2007	REVISED	X								
H	1292	SCCMHA Audit Checklist- Enhanced Health Services	6/25/2007	REVISED		X							
J	1296	SCCMHA Audit Checklist- Inpatient	6/25/2007	REVISED			X						
K	1302	SCCMHA Audit Checklist- Licensed Residential	6/25/2007	REVISED	X								
L	1310	SCCMHA Audit Checklist- Licensed Residential Modified	6/25/2007	REVISED	X								
M	1315	SCCMHA Audit Checklist- OBRA	6/25/2007	REVISED									X
N	1324	SCCMHA Audit Checklist- Self Determination	6/25/2007	REVISED									X
O	1326	SCCMHA Audit Checklist- Skill Building/ Supported Employment	6/25/2007	REVISED								X	
P	1331	SCCMHA Audit Checklist- Substance Abuse	6/25/2007	REVISED						X			
Q	1340	SCCMHA Audit Checklist-Supports Coordination/ Case Management	6/25/2007	REVISED					X	X			
R	1351	SCCMHA Policy 01.03.03- Media/Communications Request for Agency Information (Exhibits Excluded)	10/10/2003	UNCHANGED	X	X	X	X	X	X	X	X	X
S	1363	SCCMHA Policy 05.06.01 - Network Development & Management	6/13/2007	REVISED	X	X	X	X	X	X	X	X	X
T	1371	SCCMHA Policy 05.06.05- Event Verification	6/29/2007	REVISED	X	X	X	X	X	X	X	X	X
U	1379	SCCMHA Policy 05.06.06- SCCMHA Continuing Education Program	8/24/2006	REVISED	X	X	X	X	X	X	X		X
V	1388	SCCMHA Policy 05.06.06.01- Continuing Education Credits for Social Workers	7/24/2006	REVISED					X	X			
W	1393	SCCMHA Policy 05.06.08 - Management of Consumer Funds		NEW	X								
X	1406	SCCMHA Policy 05.07.04- Network Service Provider Appeals & Dispute Resolution	6/1/2007	REVISED	X	X	X	X	X	X	X	X	X
Y	1412	SCCMHA Procedure 09.04.01.01- Auditing Procedure	7/3/2007	REVISED	X	X	X	X	X	X	X	X	X
Z	1429	SCCMHA Procedure 09.04.01.02 - Event Verification Procedure		NEW	X	X	X	X	X	X	X	X	X
AA	1443	SCCMHA Procedure 09.04.03.06 - Consumer Access to Network Service Provider Information		NEW	X	X	X	X	X	X	X	X	X
AB	1445	SCCMHA Procedure 09.04.03.07 -Residential Provider Watch Program		NEW	X						X		
AC	1450	Network Services Procedure 09.04.04.04- Provider Orientation	5/30/2007	REVISED	X	X	X	X	X	X	X	X	X
AD	1454	SCCMHA Procedure 09.04.04.10 - Credentialing of SCCMHA Providers & Staff		NEW	X	X	X	X	X	X	X	X	X
Page		<b>BOOKLETS AND BROCHURES</b>											
A	1462	SCCMHA Customer Service Handbook		NEW	X	X	X	X	X	X	X		X
B	1484	MDCH Your Rights Booklet		NEW	X	X	X	X	X	X	X		X
C	1527	SCCMHA Appeals & Grievances Brochure	1/29/2003	REVISED	X	X	X	X	X	X	X		X
<b>How to know what documents apply to you:</b>													
To see which documents in the SCCMHA Provider Manual apply to you, please reference the right-hand side of the Table of Contents. The right side contains a grid that lists different service types. Once you find your service type, simply follow the column down to see what documents apply to you. The documents that have an "X" in your service type column represents the documents that you are responsible for.													
Note: The category called "All Other Providers" includes providers such as Fiscal Intemediariees, Pharmacy, OBRA, Self Determination, Independent Facilitation and Family Advocacy & Training.													
If you have any questions, please feel free to contact Jennifer Tomaszewski at (989) 498-2269. Thank-you!													

**Key for Note Column:**

**New:** Document is new to the Network Services Provider Manual

**Revised:** The FY2010 document has been revised from the version that was in the fiscal year (fy) 2008 Manual

**Unchanged:** Document is the same in FY2010 as it was in the FY2008 Provider Manual