


Policy and Procedure Manual Saginaw County Community Mental Health Authority		
Subject: Recipient Rights - Annual Report	Chapter: 02 - Customer Service and Recipient Rights	Subject No: 02.02.04
Effective Date: September 8, 1997	Date of Review/Revision: 2/19/03, 1/25/08, 11/27/16, 6/1/18, 1/8/19, 2/11/20, 2/9/21, 5/10/22	Approved By: Sandra M. Lindsey, CEO Responsible Director: Tim Ninemire, Director of Customer Services & Recipient Rights Authored By: Tim Ninemire Additional Reviewers: None
	Supersedes: 06.02.03	
		

Purpose:

The purpose of this Policy is to ensure that the Saginaw County Community Mental Health Authority (SCCMHA) Office of Recipient Rights (ORR) stays in compliance with requirements of the State of Michigan.

Policy:

It is the policy of SCCMHA to complete an annual report in compliance with requirements by the Michigan Mental Health Code and the Michigan Department of Health and Human Services (MDHHS) Office of Recipient Rights (ORR).

Application:

This Policy applies to the SCCMHA ORR.

Standards:

- 1) MDHHS ORR requires an annual report be submitted to their office annually. The required date of the submission is December 30th annually.
- 2) It is required the SCCMHA Board review and approve the report.
- 3) A cover letter will be sent with the report and will be signed by the Chief Executive Officer.
- 4) The date of the submission of the Annual Report to MDHHS ORR will also be sent to Mid-State Health Network (MSHN) to ensure the SCCMHA ORR remains

Annual Report, will be reviewed and acted on as necessary.	
6) Goals for the upcoming fiscal year will be reviewed and approved.	6) SCCMHA Board of Directors
7) A report with a comparison of the last five years of data from the Annual Report will be prepared and submitted to the Recipient Rights Committee for their review.	7) Recipient Rights Officer
8) The date of the submission of the Annual Report to MDHHS ORR will also be sent to Mid-State Health Network (MSHN) to ensure the SCCMHA ORR remains compliant with state standards in the protection of consumers served by the Public Mental Health System	8) Recipient Rights Officer