

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 1</b>	<b>Continuum of Care</b>		
<b>Topic: 2</b>	<b>Supports Assignment</b>		
<b>Page: 1 of 3</b>	<b>Supersedes:</b> <b>Pol:</b> <b>Proc: 1-24-12,9-30-06</b>	<b>Approval Date:</b> <b>Pol: 7-15-99</b> <b>Proc: 11-27-19</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that if more than one service is provided, the primary care coordinator will be assigned to coordinate all services involved.

**Purpose**

This policy and procedure was developed for coordination of all services identified in the Individual/Family Plan of Service (IPOS).

**Education Applies to**

- All BABHA Staff
- Selected BABHA Staff, as follows: Clinical Management and Primary Care
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows: Primary Care/Outpatient Providers (List Psychological, MPA, Saginaw Psychological).
  - Policy Only  Policy and Procedure
- Other:

**Definitions**

The Primary Care Coordinator/Case Holder: The Client Services Specialist (CSS), Clinical Specialist, Intensive Case Management Specialist, Assertive Community Treatment (ACT) staff or Home-Based Clinical Specialist or other Mental Health professional under whom the case is opened and who is responsible for IPOS. This staff person works with the individual to gain access to and coordinate the services, supports and/or treatment that the individual desires and needs.

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**Procedure**

All individuals receiving service through BABHA will be assigned a primary care coordinator/case holder after an intake and assessment is completed determining the individual service needs.

**Attachments**

N/A

**Related Forms**

N/A

**Related Materials**

Episodes and Enrollment Guidelines

**References/Legal Authority**

N/A

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<b>SUBMISSION FORM</b>				
<b>AUTHOR/ REVIEWER</b>	<b>APPROVING BODY/COMMITTEE/ SUPERVISOR</b>	<b>APPROVAL /REVIEW DATE</b>	<b>ACTION (Deletion, New, No Changes, Replacement or Revision)</b>	<b>REASON FOR ACTION - If replacement list policy to be replaced</b>
Evonne Lamson	Evonne Lamson	8/24/10	No changes	Triennial review-updated BABHA acronym
Deb Tomczak	Provider Network Leadership Team	1/24/12	Revision	Added ECHO record that is being used across provider network.
K. Withrow/D. Schad	M. Swank	7/2/13	Revision	Triennial Review-Added Intensive CSS to definitions and removed reference to ECHO
J. Hahn	J. Hahn	10/1/18	No changes	Triennial Review-no changes
K. Amon	K. Amon	11/27/2019	Revision	Triennial Review (early to start a new cycle of Review.