

# AGENDA

## BAY ARENAC BEHAVIORAL HEALTH

### BOARD OF DIRECTORS

#### BYLAWS & POLICIES COMMITTEE MEETING

Wednesday, November 13, 2024 immediately after Finance Committee

Room 225, Behavioral Health Center, 201 Mulholland Street, Bay City, MI 48708

	Committee Members:	Present	Excused	Absent	Committee Member	Present	Excused	Absent	
	Tim Banaszak, Ch	_____	_____	_____	Kathy Niemiec	_____	_____	_____	Others Present: BABH: Chris Pinter, Marci Rozek, and Sara McRae  Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained
	Sally Mrozinski, V Ch	_____	_____	_____	Pam Schumacher	_____	_____	_____	
	Jerome Crete	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	
	Christopher Girard	_____	_____	_____	Richard Byrne, Ex Off	_____	_____	_____	
	Pat McFarland	_____	_____	_____					

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Policies Ending 30 Day Review 3.1) Miranda, 4-12-15 (deletion)  3.2) Medication Changes, 4-14-9 (deletion)  3.3) Infection Control/Health & Safety, 4-14-14 (deletion)		3.1-3.3) Consideration of motion to refer the policy ending 30-day review to the full Board for approval
4.	Policies Beginning 30 Day Review 4.1) Organizational Credentialing – Special Provisions for Selected Providers, 08-06-07 (deletion)  4.2) Early & Periodic Screening, Diagnosis, and Treatment, 04-03-11 (revision)  4.3) Development of Bay-Arenac Charge Schedule, 08-03-02 (revision)		4.1-4.10) Consideration of motion to refer the policies beginning 30-day review to the full Board for approval

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## BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS BYLAW & POLICIES COMMITTEE MEETING

Wednesday, November 13, 2024 immediately after Finance Committee  
Room 225, Behavioral Health Center, 201 Mulholland Street, Bay City, MI 48708

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	<p>4.4) Third Party Revenue Collection &amp; Repayment, 08-03-13 (revision)</p> <p>4.5) Requirements for Contracts Serving Beneficiaries, 08-06-02 (revision)</p> <p>4.6) Fiscal Intermediary Audit Guidelines, 08-06-05 (deletion)</p> <p>4.7) ACH – Electronic Direct Deposit, 08-04-08 (revision)</p> <p>4.8) Payroll Check Disbursement, 08-04-10 (revision)</p> <p>4.9) Financial Liability for Behavioral Health Services, 08-03-03 (revision)</p> <p>4.10) Financial Liability: Determining Ability to Pay for Minors, 08-03-06 (revision)</p>		
5.	<p>Unfinished Business</p> <p>5.1) None</p>		
6.	<p>New Business</p> <p>6.1) New Meeting Schedule/Transition for 2025</p>		<p>6.1) No action or consideration of a motion to forward to full Board for information</p>

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#### BYLAW & POLICIES COMMITTEE MEETING

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	6.2) Conflict of Interest – Midstate Health Network (MSHN)		6.2) No motion necessary
7.	Adjournment	M -	S - pm MA

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

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 15</b>	<b>Emergency Services</b>		
<b>Topic: 12</b>	<b>Miranda</b>		
<b>Page: 1 of 1</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc:</b>	<b>Approval Date:</b> <b>Pol: 3-18-04</b> <b>Proc: 2-16-09</b>	_____ <i>Board Chairperson Signature</i>  _____ <i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 10/3/2024. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.</b>			
<b>Policy applies to: 4-15-1, 4-15-12, 4-15-14, 4-15-15, 4-15-16, 4-15-17, 4-15-18, 4-15-19, 4-15-20, 4-15-21, 4-15-22, 4-15-23, 4-15-24, 4-15-25, 4-15-26, 4-15-27, 4-15-28</b>			

**DO NOT WRITE IN SHADED AREA ABOVE**

**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that the philosophy, services, and basic procedures for Emergency and Access Services (EAS) will be established and delineated.

**Purpose**

This policy and procedure is established to ensure that all individuals have their treatment rights explained to them prior to preadmission screening by EAS staff. EAS staff will recite the Miranda statement (either Voluntary or Involuntary) verbatim to all individuals presenting for preadmission screening.

<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>
A. Folsom	M. Swank	02/16/09	Revision	Created procedure for Miranda rights. Created protocol into current Policy and Procedure format
K. Withrow K. Moore	M. Swank	09/16/13	Revision	Triennial review: Updated job title
M. Dixon K. Moore		6/11/18	No Change	Triennial Review.
S. Krasinski	J. Hahn	8/20/21	Revision	Triennial Review, minor changes
<u>S. Krasinski</u>	<u>J. Hahn</u>	<u>9/30/24</u>	<u>Archive</u>	<u>Policy is no longer relevant and applicable.</u>

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

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 14</b>	<b>North Bay Center</b>		
<b>Topic: 9</b>	<b>Medication Changes</b>		
<b>Page: 1 of 2</b>	<b>Supersedes: Pol: Proc: 9-30-06, 2-17-04, 9-22-99</b>	<b>Approval Date: Pol: 3-18-04 Proc: 11-1-18</b>	<i>Board Chairperson Signature</i>
			<i>Chief Executive Officer Signature</i>
Policy applies to: 4-14-1, 4-14-2, 4-14-3, 4-14-4, 4-14-6, 4-14-9, 4-14-10, 4-14-11, 4-14-13, 4-14-14, 4-14-15, 4-14-17, 4-14-18, 4-14-19, 4-14-21, 4-14-23, 4-14-27, 4-14-28, 4-14-29			
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**DO NOT WRITE IN THE SHADED AREAS ABOVE**

### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that procedures are established for the North Bay Center.

### Purpose

This policy and procedure was established to ensure a safe procedure for medication dispensing.

### Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: Direct Care (e.g. respite, day prog.)
- All Contracted Providers:    Policy Only    Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only    Policy and Procedure
- Other:

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

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 14</b>	<b>North Bay Center</b>		
<b>Topic: 9</b>	<b>Medication Changes</b>		
<b>Page: 2 of 2</b>	<b>Supersedes: Pol: Proc: 9-30-06, 2-17-04, 9-22-99</b>	<b>Approval Date: Pol: 3-18-04 Proc: 11-1-18</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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P. Carlson	E. Albrecht	09/16/13	No Changes	Triennial review: no changes to policy and procedure.
C Pennell	K. Amon	11/1/18	Revision	Triennial Review
<a href="#">H. Beson</a>	<a href="#">C. Pinter</a>	<a href="#">9/24/24</a>	<a href="#">Archive</a>	<a href="#">This policy is being archived due to no longer being in effect.</a>

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

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 14</b>	<b>North Bay Center</b>		
<b>Topic: 14</b>	<b>Infection Control/Safety and Health</b>		
<b>Page: 1 of 2</b>	<b>Supersedes: Pol: Proc:5-5-10, 9-30-06, 2-17-04, 9-22-99</b>	<b>Approval Date: Pol: 3-18-04 Proc: 11-1-18</b>	<i>Board Chairperson Signature</i>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that procedures are established for the North Bay Center.

### Purpose

This policy and procedure was established to ensure a safe, clean environment at the North Bay Center.

### Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: Direct Care (e.g. respite, day program), Clinical Staff and Clinical Management
- All Contracted Providers:  Policy Only     Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only     Policy and Procedure
- Other:

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
P. Carlson	P. Carlson	05/05/10	Revision	Updated to Person First Language

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

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<b>Page: 2 of 2</b>	<b>Supersedes: Pol: Proc:5-5-10, 9-30-06, 2-17-04, 9-22-99</b>	<b>Approval Date: Pol: 3-18-04 Proc: 11-1-18</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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P. Carlson	E. Albrecht	09/16/13	Revision	Triennial review: No substantive changes to policy and procedure – only minor word changes.
C. Pennell	K. Amon	11/1/18	Revision	Triennial review
<a href="#">H. Beson</a>	<a href="#">C. Pinter</a>	<a href="#">9/24/24</a>	<a href="#">Archive</a>	<a href="#">This policy is being archived due to no longer being in effect.</a>



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

<b>Chapter: 08</b>	<b>Fiscal Management</b>		
<b>Section: 06</b>	<b>Contract Management</b>		
<b>Topic: 07</b>	<b>Organizational Credentialing – Special Provisions For Selected Providers</b>		
<b>Page: 1 of 2</b>	<b>Supersedes Date:</b>	<b>Approval Date:</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
	<b>Pol:</b>	<b>Pol: 9-17-2020</b>	
	<b>Proc:</b>	<b>Proc: 9-17-2020</b>	
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**Policy**

It is the policy of Bay Arenac Behavioral Health Authority (BABHA) to ensure the competency and qualifications of the service delivery network in the provision of selected specialty services and supports by verifying proper credentialing and recredentialing by contracted organizational providers.

**Purpose**

This purpose of this policy and procedure is to establish processes for:

- The credentialing and re-credentialing of professionals and technicians providing applied behavioral analysis services who are operating as part of an organizational provider.
- Ensuring organizational providers intending to delivery occupational, speech language pathology and/or physical therapy services are operating within the scope of their contractual agreement with BABH.

**Education Applies to:**

- All BABHA Staff
- Selected BABHA Staff, as follows: \_\_\_\_\_
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows: Applied Behavioral Analysis Providers, Occupational Therapists, Physical Therapists, Speech Therapists and Assistants \_\_\_\_\_  
 Policy Only  Policy and Procedure
- Other: \_\_\_\_\_

<b>SUBMISSION FORM</b>				
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	<b>Pol:</b>	<b>Pol: 9-17-2020</b>	
	<b>Proc:</b>	<b>Proc: 9-17-2020</b>	
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Sarah Holsinger/Chris Tomczak	Corporate Compliance Committee	9/17/2020	New	Outline credentialing and re-credentialing process for ABA employees; and special provisions for ancillary service providers.
<a href="#">S. Gunsell</a>	<a href="#">M. Rozek</a>	<a href="#">10/21/24</a>	<a href="#">Deletion</a>	<a href="#">Recommend deletion as the content is the exact same as C08-S06-T08</a>

**DELETION**

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

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 3</b>	<b>Assessment</b>		
<b>Topic: 11</b>	<b>Early and Periodic Screening, Diagnosis and Treatment (EPSDT)</b>		
<b>Page: 1 of 2</b>	<b>Supersedes:</b> <b>Pol:</b> <b>Proc: 9-26-13, 9-30-06</b> <b>3-30-01</b>	<b>Approval Date:</b> <b>Pol: 4-9-02</b> <b>Proc: 5-15-15</b>	  <hr/> <i>Board Chairperson Signature</i>  <hr/> <i>Chief Executive Officer Signature</i>
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**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to participate in the Early and Periodic Screening, Diagnosis & Treatment (EPSDT) process by accepting referrals and performing assessment/evaluations necessary to determine medical necessity eligibility for specialty mental health services. ~~the mental health specialized portion of the health and developmental history upon referral or providing corrective specialty services for a defect detected by EPSDT screening.~~ It is also the policy of BABHA to consider all Medicaid-eligible persons under age 21 and who are receiving services to meet the EPSDT definition. ~~regardless of whether services were identified by a Qualified Mental Health Professional (QMHP) and referred to the Community Mental Health Services Program (CMHSP) or identified in the CMHSP's comprehensive assessment of the beneficiary's needs.~~

**Purpose**

This policy and procedure was developed to describe the Early and Periodic Screening, Diagnosis and Treatment entrance criteria.

**Education Applies to**

- All BABHA Staff
- Selected BABHA Staff, as follows: All Clinical Staff and Clinical Management
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows: Clinical Service Contract Providers
  - Policy Only  Policy and Procedure
- Other:

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<b>Page: 2 of 2</b>	<b>Supersedes: Pol: Proc: 9-26-13, 9-30-06 3-30-01</b>	<b>Approval Date: Pol: 4-9-02 Proc: 5-15-15</b>	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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<b>SUBMISSION FORM</b>				
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			Revision	Address change from Fifth St to M. Madison for Children's Service Director – No P/P changes
P. Baker	P. Baker	08/24/10	No Changes	Triennial review: no changes
S. LaMere	PNLT	09/26/13	Revision	Triennial review: minor changes. BABHA not required to provide PEDS to providers but to refer them to websites for download(s) or to complete online.
J. Hahn	C. Pinter	05/15/15	Revision	Triennial review: minor changes to reflect current process.
J. Hahn	J. Hahn	3-16-18	No Changes	Title change only Director to Manager
J. Hahn	J. Hahn	10/1/18	No changes	Triennial Review-no changes
J. Hahn	J. Hahn	10/25/2024	Revisions	Triennial Review – revised to reflect updates in the Medicaid Provider Manual.

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 2</b>	<b>Development of Bay-Arenac Charge Schedule</b>		
<b>Page: 1 of 2</b>	<b>Supersedes Date:</b> <b>Pol: 5-29-99</b> <b>Proc: 4-24-06, 10-21-03, 4-13-99</b>	<b>Approval Date:</b> <b>Pol: 6-15-06</b> <b>Proc: 9-9-09</b>	<hr/> <i>Board Chairperson Signature</i>  <hr/> <i>Chief Executive Officer Signature</i>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to develop charges for services based on the actual cost of providing the service. The charge schedule will be developed on an annual basis. The charges will be established based upon utilization and productivity trends from prior fiscal year and current fiscal year budgeted expenditures.~~the current year's services and expenditures.~~ All ~~recipients of~~ services rendered will be charged the amount listed on the approved charge schedule ~~for services~~ regardless of type of third party coverage. ~~The amount collected from individuals or second parties will be based upon a completed financial liability determination, where applicable.~~

### Purpose

This policy and procedure is established to define the process for developing the annual charge schedule.

### Applicability

- All BABH Staff
- Selected BABH Staff, as follows: Clinical Management, Finance
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only  Policy and Procedure
- BABH's Affiliates:  Policy Only  Policy and Procedure
- Other:

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
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<b>Page: 2 of 2</b>	<b>Supersedes Date:</b> Pol: 5-29-99 Proc: 4-24-06, 10-21-03, 4-13-99	<b>Approval Date:</b> Pol: 6-15-06 Proc: 9-9-09	<hr style="border: none; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i>
			<hr style="border: none; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
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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>
Amy Keinath	J. Wesolowski	9/9/2009		Triennial review
E. Lesniak	M. Rozek	7/28/15	Revision	Triennial Review-Updated to current practices
E. Lesniak	M. Rozek	10/21/24	Revision	Triennial Review-Updated to current practices

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

<b>Chapter : 8</b>	<b>Fiscal Management</b>		
<b>Section : 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 13</b>	<b>Third Party Revenue Collection and Repayments</b>		
<b>Page: 1 of 2</b>	<b>Supersedes Date:</b> Pol: 8-20-15, 8-18-11, 5-20-99 Proc: 5-19-17, 7-6-15, 6-6-11, 9-9-09, 10-21-03, 4-13-99	<b>Approval Date:</b> Pol: 8-17-17 Proc: 8-30-2021	_____ <i>Board Chairperson Signature</i>  _____ <i>Chief Executive Officer Signature</i>
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**Policy**

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to seek out and collect revenue from all fund sources for services rendered. This applies to third party reimbursements, ~~including all Medicaid Fee for Service programs~~, as well as payments from the individual and/or a second party, while abiding by federal regulations as they relate to co-payments and deductibles.

It is the policy of BABHA to promptly identify and refund any payments received for services billed that did not meet primary payer rules.

**Purpose**

This policy and procedure is created to establish guidelines for billing, collecting and refunding third party revenue, co-payments and deductibles.

**Education Applies to**

- All BABHA Staff
- Selected BABHA Staff, as follows: Financial Services
- All Contracted Providers:  Policy Only     Policy and Procedure
- Selected Contracted Providers, as follows:
- Policy Only     Policy and Procedure
- Other:

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POLICIES AND PROCEDURES MANUAL**

<b>Chapter : 8</b>	<b>Fiscal Management</b>		
<b>Section : 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 13</b>	<b>Third Party Revenue Collection and Repayments</b>		
<b>Page: 2 of 2</b>	<b>Supersedes Date:</b> <b>Pol: 8-20-15, 8-18-11, 5-20-99</b> <b>Proc: 5-19-17,7-6-15, 6-6-11, 9-9-09, 10-21-03, 4-13-99</b>	<b>Approval Date:</b> <b>Pol: 8-17-17</b> <b>Proc: 8-30-2021</b>	<hr/> <i>Board Chairperson Signature</i>  <hr/> <i>Chief Executive Officer Signature</i>
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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>
A. Keinath	J. Wesolowski	09/09/09	Revision	Updated for current practices
J. Wesolowski	J. Wesolowski	06/06/11	Revision	Updated Policy state to incorporate Children's Waiver
M. Jezierski	M. Rozek E. Lesniak	07/06/15	Revision	Chapter review – updated policy statement to move Children's waiver detail to procedure/update to reflect current practices.
E. Lesniak		5/19/17	Procedure Revision	Chapter review – updated to incorporate language from Chapter 13 Section 02 Topic 10 Co-Payments and Deductibles. 13-2-10 is to be retired.
E. Lesniak	M. Rozek	10/31/18	No Changes	Triennial Review
M. Jezierski	E. Lesniak	8/30/2021	Changes to procedure	Triennial Review, added client invoicing and deleted billing of CW and injectables.
N. Konwinski	M. Perry	09/20/24	No Changes	Triennial Review- no changes



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

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 6</b>	<b>Contract Management</b>		
<b>Topic: 2</b>	<b>Requirements for Contracts Serving Beneficiaries</b>		
<b>Page: 1 of 3</b>	<b>Supersedes Dates:</b> <b>Pol:</b> 8-20-15, 9-20-12, 6-21-12, 4-20-06, 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T01) <b>Proc:</b> 5-18-17, 9-24-15, 4-11-12, 4-21-09 (C11-S06-T01), 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T02), 3-3-00	<b>Approval Date:</b> <b>Pol: 3-21-19</b> <b>Proc: 10-25-18</b>	<hr/> <i>Board Chairperson Signature</i>  <hr/> <i>Chief Executive Officer Signature</i>
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**Policy**

It is the policy of the Bay-Arenac Behavioral Health Authority (BABHA) that certain behavioral health services may be provided by way of subcontracts with public or private agencies, facilities, individuals, institutions, or other licensed providers within the limitations imposed by this policy, as follows:

- 1) BABHA shall ensure that contracting parties for services and/or supports to be provided to beneficiaries shall not enter into such contracts from a position of advantage over other parties in a competitive market place.
- 2) BABHA will not enter into a contractual relationship with a single provider organization delivering community living supports and/or personal care services in a licensed residential setting in more than 14 settings.
- 3) Contracted service providers must carry ~~general liability and workers compensation insurance and professional liability insurance~~appropriate insurance coverage reflective of coverage limitations set forth in their contract. and must provide evidence~~Proof of insurance coverage of such coverage is required to be provided~~ to BABHA.
- 4) Contracted service providers must be in good standing with State and Federal regulatory bodies including Medicare, Medicaid, and the Office of Inspector General (OIG).

It is the policy of BABHA to execute operating agreements with State institutions serving the mentally ill and developmentally disabled residents of Bay and Arenac Counties.

It is the policy of BABHA to execute referral agreements with public or private agencies on an as needed basis.

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ensure that organizations with which BABHA contracts with for the provision of supports and/or services to beneficiaries are informed of and comply with performance requirements and expectations. BABHA will delineate performance expectations in the provider contract and/or other applicable policies, procedures, directives, or guidelines, and make available for providers to access via the BABHA website.

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

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 6</b>	<b>Contract Management</b>		
<b>Topic: 2</b>	<b>Requirements for Contracts Serving Beneficiaries</b>		
<b>Page: 2 of 3</b>	<b>Supersedes Dates:</b> <b>Pol:</b> 8-20-15, 9-20-12, 6-21-12, 4-20-06, 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T01) <b>Proc:</b> 5-18-17, 9-24-15, 4-11-12, 4-21-09 (C11-S06-T01), 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T02), 3-3-00	<b>Approval Date:</b> <b>Pol: 3-21-19</b> <b>Proc: 10-25-18</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <i>Board Chairperson Signature</i>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <i>Chief Executive Officer Signature</i>
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### Purpose

This policy and procedure is created to establish performance requirements for contracted providers for the provision of services and supports to beneficiaries, and the procedures by which dissemination and monitoring of compliance will occur.

### Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: Contract/Network Management
- All Contracted Providers:  Policy Only  Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only  Policy and Procedure
- BABHA's Affiliates:  Policy Only  Policy and Procedure
- Other:

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

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 6</b>	<b>Contract Management</b>		
<b>Topic: 2</b>	<b>Requirements for Contracts Serving Beneficiaries</b>		
<b>Page: 3 of 3</b>	<b>Supersedes Dates:</b> <b>Pol:</b> 8-20-15, 9-20-12, 6-21-12, 4-20-06, 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T01) <b>Proc:</b> 5-18-17, 9-24-15, 4-11-12, 4-21-09 (C11-S06-T01), 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T02), 3-3-00	<b>Approval Date:</b> <b>Pol: 3-21-19</b> <b>Proc: 10-25-18</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <i>Board Chairperson Signature</i>  <hr style="border: 0; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
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AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
E. Lewis	S. Peltier	04/21/09	Revision	Topic name has been revised (due to) procedures added
E. Lewis	S. Peltier	04/11/12	Replacement	De-centralization of contract management to 3 different departments. Replaces C11-S06-T01
E. Lewis	M. Rozek	09/24/15	Revision	Policy: Revised to require providers be in good standing with state/federal regulatory bodies Procedure: Revised to include additional contracted services (SUD included in Other Services), references to credentialing P&Ps, and additional tools BABH may use for provider monitoring.
E. Lewis	M. Rozek	5/18/17	Revision	Removed requirement that insurance policy include endorsement for sexual abuse and molestation to be consistent with State contracts. Other minor grammatical revisions.
E. Lewis	E.Lesniak	10/25/18	Revision	Triennial Review-Removed reference to Provider Manual, added reference to agency website
S. Gunsell	M. Rozek	9/30/21	No Revisions	Triennial review
<a href="#">S. Gunsell</a>	<a href="#">M. Rozek</a>	<a href="#">10/21/24</a>	<a href="#">Revisions</a>	<a href="#">Triennial Review - Updated insurance requirement language to be more generic</a>

# BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 8	Fiscal Management		
<b>Section:</b> 6	Contract Management		
<b>Topic:</b> 5	Fiscal <del>Intermediary</del> Management Services (FMS) Audit Guidelines		
Page: 1 of 3	Supersedes Date: Pol: Proc: 8-20-15	Approval Date: Pol: 8-20-15 Proc: 10-30-18	Board Chairperson Signature
			Chief Executive Officer Signature
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## Policy

It is the policy of Bay Arenac Behavioral Health Authority (BABHA) to implement ongoing safeguards to ensure the financial accuracy and integrity of services provided through a Fiscal Intermediary (FI).

## Purpose

This policy and procedure is established to describe the procedures to monitor the performance of entities that provide fiscal intermediary services. This annual performance monitoring will include:

- Verification that the FI is fulfilling contractual requirements
- Verification of demonstrated competency in safeguarding, managing and disbursing Medicaid and other public funds
- Verification that indemnification and required insurance provisions are in place and updated as necessary
- Evaluation of feedback (experience and satisfaction) from individuals using FI services and other FI performance data with alternate methods for collections data from individuals using services (more than mailed surveys); and
- An audit of a sample of individual budgets to compare authorizations versus expenditures

## Education Applies to:

- All BABHA Staff  
 Selected BABHA Staff, as follows: Finance, Self Determination Coordinator, Director Integrated Care — Specialty Care —  
 All Contracted Providers:  Policy Only  Policy and Procedure  
 Selected Contracted Providers, as follows: \_\_\_\_\_  
 Policy Only  Policy and Procedure  
 Other: \_\_\_\_\_

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
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<b>Chapter: 8</b>	Fiscal Management		
<b>Section: 6</b>	Contract Management		
<b>Topic: 5</b>	Fiscal <del>Intermediary</del> Management Services (FMS) Audit Guidelines		
<b>Page: 2 of 3</b>	Supersedes Date: Pol: Proc: 8-20-15	Approval Date: Pol: 8-20-15 Proc: 10-30-18	_____ <i>Board Chairperson Signature</i>  _____ <i>Chief Executive Officer Signature</i>
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## BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 8	Fiscal Management		
<b>Section:</b> 6	Contract Management		
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			_____ <i>Chief Executive Officer Signature</i>
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J. Wesolowski	M. Rozek	07/06/15	New	Added new P&P regarding monitoring FIs.
J. Wesolowski	M. Rozek	5/18/17	Revision	Grammatical errors corrected
M. Jezierski	E. Lesniak	10/30/18	Revision	Chapter review- update to reflect changes to procedure
<a href="#">S. Gunsell</a>	<a href="#">M. Rozek</a>	<a href="#">10/21/24</a>	<a href="#">Deletion</a>	<a href="#">Recommend deletion of this P &amp; P as there is a regional review now and Compliance has their own P &amp; P as it relates to this process.</a>

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 8	<b>Fiscal Management</b>		
<b>Section:</b> 4	<b>Payroll</b>		
<b>Topic:</b> 8	<b>ACH – Electronic Direct Deposit</b>		
<b>Page:</b> 1 of 2	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc:</b> 9-9-09, 11-18-03, 4-13-99	<b>Approval Date:</b> <b>Pol:</b> 12-18-03 <b>Proc:</b> 6-29-15	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <i>Board Chairperson Signature</i>
			<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <i>Chief Executive Officer Signature</i>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to [process an automated clearing house \(ACH\) transaction for ~~offer employees the option of~~ direct deposit of ~~employee their payroll~~ net wages.](#)

### Purpose

This policy and procedure is created to establish a procedure for payroll disbursement by direct deposit.

### Applicability

- All BABH Staff
- Selected BABH Staff, as follows: Finance
- All Contracted Providers:    Policy Only    Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only    Policy and Procedure
- BABH's Affiliates:        Policy Only    Policy and Procedure
- Other:

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AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
J. Wesolowski	J. Wesolowski	09/09/09	Revision	Updated to current practices
K. Mullen	M. Rozek	06/29/15	Revision	Chapter review - format changes to Policy Statement. Procedure updated to add additional language regarding authorization agreements.
K. White	M. Rozek	10/30/18	No changes	Triennial Review.
K. White	M. Rozek	08/23/21	No changes	Triennial Review.

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 8	<b>Fiscal Management</b>		
<b>Section:</b> 4	<b>Payroll</b>		
<b>Topic:</b> 8	<b>ACH – Electronic Direct Deposit</b>		
<b>Page:</b> 2 of 2	<b>Supersedes Date:</b> Pol: Proc: 9-9-09, 11-18-03, 4-13-99	<b>Approval Date:</b> Pol: 12-18-03 Proc: 6-29-15	<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; margin: 5px 0;"> <i>Board Chairperson Signature</i> </div> <div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; margin: 5px 0;"> <i>Chief Executive Officer Signature</i> </div>
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<del>K. White</del> K. White	<a href="#">M. Rozek</a>	<del>10/25/09</del> 26/2 4	<del>Revision No</del> <del>changes All EE's</del> <del>are on DD.</del>	Triennial Review, <u>direct deposit is the only option for payroll.</u>



## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 4</b>	<b>Payroll</b>		
<b>Topic: 10</b>	<b>Payroll Check Disbursement</b>		
Page: 1 of 2	Supersedes Date: Pol: 12-18-03 Proc: 6-29-15, 11-18-03, 4-13-99	Approval Date: Pol: 8-20-15 Proc: 10-30-18	<div style="border-bottom: 1px solid black; text-align: center; padding: 2px;"><i>Board Chairperson Signature</i></div> <div style="border-bottom: 1px solid black; text-align: center; padding: 2px;"><i>Chief Executive Officer Signature</i></div>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ~~process~~~~issue~~ ~~routine~~ payroll ~~via~~~~checks and~~ direct deposits bi-weekly, on Friday morning at 10:00 a.m. unless otherwise specified due to a holiday occurrence. Board per Diem ~~checks and~~ direct deposits are issued the week of the Board meeting.

### Purpose

This policy and procedure is set forth to establish procedure to disburse payroll ~~checks and~~ direct deposits.

### Applicability

- All BABH Staff
- Selected BABH Staff, as follows: Financial Services Staff
- All Contracted Providers:    Policy Only    Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only    Policy and Procedure
- BABH's Affiliates:        Policy Only    Policy and Procedure
- Other:

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 4</b>	<b>Payroll</b>		
<b>Topic: 10</b>	<b>Payroll Check Disbursement</b>		
Page: 2 of 2	Supersedes Date: Pol: 12-18-03 Proc: 6-29-15, 11-18-03, 4-13-99	Approval Date: Pol: 8-20-15 Proc: 10-30-18	_____ <i>Board Chairperson Signature</i>
			_____ <i>Chief Executive Officer Signature</i>
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M. Wolber	J. Wesolowski	11/25/09	Revision	Chapter review - format changes only
K. Mullen	M. Rozek	06/29/15	Revision	Chapter review - Policy Statement update to include issuance of Board Per Diems and ETO Buyouts. Procedure update related to the same and update to current practice.
K. White	M. Rozek	10/30/18	Changes	Revise Policy Statement to remove ETO buyouts. Revise Staff title in procedure.
K. White	M. Rozek	08/23/21	No changes	Triennial Review
<a href="#">K. White</a>	<a href="#">M. Rozek</a>	<a href="#">10/2509/26/24</a>	<a href="#">Changes Updated to remove paper Payroll checks. BABH Board paystubs are disbursed via postal mail.</a>	Triennial Review, <a href="#">updated to remove paper checks and current practice related to issuing paystubs.</a>

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter 8</b>	<b>Fiscal Management</b>		
<b>Section 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 3</b>	<b>Financial Liability for <span style="color: #e91e63;">Mental Behavioral</span> Health Services</b>		
<b>Page: 1 of 2</b>	<b>Supersedes Date:</b> Pol: Proc: 7-26-15,10-28-08, 10-29	<b>Approval Date:</b> Pol: 5-20-99 Proc: 5-25-17	
			<hr style="border: 0; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to determine financial liability for mental-behavioral health services according to the rules adopted by the Michigan Department of Health and Human Services (MDHHS) and Chapter 8 of the Michigan Mental Health Code (MMHC). These rules became effective ~~August 15, 1997~~ September 27, 2022.

### Purpose

This policy and procedure is established to define the process to determine financial liability, or ability to pay, for recipients of mental-behavioral health services.

### Applicability

- All BABHA Staff
- Selected BABHA Staff, as follows: Clinical Management, Primary Care, ~~AAM~~ All Staff, Clerical, Financial Services
- All Contracted Providers:  Policy Only      Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only     Policy and Procedure
- BABHA's Affiliates:     Policy Only     Policy and Procedure
- Other:

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter 8</b>	<b>Fiscal Management</b>		
<b>Section 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 3</b>	<b>Financial Liability for <span style="color: magenta;">Mental Behavioral</span> Health Services</b>		
<b>Page: 2 of 2</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 7-26-15,10-28-08, 10-29</b>	<b>Approval Date:</b> <b>Pol: 5-20-99</b> <b>Proc: 5-25-17</b>	<hr style="border: none; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i>
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A. Keinath	J. Wesolowski	10/28/08	Revision	Clarified process for notifying contract agencies of changes in ATP
M. Jezierski	M. Rozek E. Lesniak	07/06/15	Revision	Chapter review – Policy format changes only/update to reflect current procedure.
M. Jezierski	E. Lesniak	5/25/17	Revision	Chapter review – update to reflect current procedure
M Jezierski	E Lesniak	8/26/21	No Revisions	Triennial Review
E Lesniak	<span style="color: magenta;">M.Rozek</span>	3/17/23	Revision	Update to reflect current procedure and to remove Consumer Signature Requirement
<span style="color: magenta;">E Lesniak</span>	<span style="color: magenta;">M.Rozek</span>	<span style="color: magenta;">6/18/24</span>	<span style="color: magenta;">Revision</span>	<span style="color: magenta;">Update to reflect revised administrative rules adopted 9/27/22 and enforced 10/1/23</span>

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b> 8	<b>Fiscal Management</b>		
<b>Section:</b> 3	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic:</b> 6	<b>Financial Liability: Determining Ability to Pay for Minors</b>		
<b>Page:</b> 1 of 2	<b>Supersedes Date:</b> Pol: 5-20-99 Proc: 10-21-03, 4-13-99	<b>Approval Date:</b> Pol: 10-16-03 Proc: 7-6-15	
			<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to determine financial liability for minors according to the rules adopted by the Michigan Department of Health and Human Services (MDHHS) and Chapter 8 of the Michigan Mental Health Code. These rules became effective ~~August 15, 1997~~ September 27, 2022.

### Purpose

This policy and procedure is established to define the process to determine ~~ability to payability-~~ to-pay for minors.

### Applicability

- All BABH Staff
- Selected BABH Staff, as follows:
- All Contracted Providers:    Policy Only    Policy and Procedure
- Selected Contracted Providers, as follows:
- Policy Only    Policy and Procedure
- BABH's Affiliates:        Policy Only    Policy and Procedure
- Other:

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AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Wolber	J. Wesolowski	11/25/09		

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 8</b>	<b>Fiscal Management</b>		
<b>Section: 3</b>	<b>Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources</b>		
<b>Topic: 6</b>	<b>Financial Liability: Determining Ability to Pay for Minors</b>		
<b>Page: 2 of 2</b>	<b>Supersedes Date:</b> Pol: 5-20-99 Proc: 10-21-03, 4-13-99	<b>Approval Date:</b> Pol: 10-16-03 Proc: 7-6-15	<div style="border-top: 1px solid black; margin-bottom: 5px;"> <i>Board Chairperson Signature</i> </div> <div style="border-top: 1px solid black;"> <i>Chief Executive Officer Signature</i> </div>
	<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 11/12/2024. For Controlled copy, view shared directory G:\image01\BACMH_users\bacmh_group\Agency\Agency_Manual.</b>		

**DO NOT WRITE IN SHADED AREA ABOVE**

M. Jezierski	M. Rozek	07/06/15	Revision	Chapter 8 review – format changes only
M. Jezierski	E. Lesniak	10/30/18	No Changes	Triennial review-no changes
M. Jezierski	E Lesniak	8/27/21	No Changes	Triennial Review – No Changes
<a href="#">E Lesniak</a>	<a href="#">M. Rozek</a>	<a href="#">6/18/24</a>	<a href="#">Revision</a>	<a href="#">Update to reflect revised administrative rules adopted 9/27/22 and enforced 10/1/23</a>

# Bay Arenac Behavioral Health Board of Directors Committee Assignments 2025 - DRAFT

<b>Recipient Rights Advisory Committee - Monday after 1st Thursday at 5 pm</b>
<b>9 Members; 7 Members Minimum Required by MHC</b>
P. McFarland, Chair
S. Mrozinski, Vice Chair
R. Bowers
K. Niemiec
J. Peters
T. Reese
L. Van Wert
R. Byrne, Ex Officio
R. Pawlak, Ex Officio

<b>Facilities &amp; Safety Committee - Quarterly (starting March) 1st Thursday at 5pm</b>
<b>7 Members</b>
J. Crete, Chair
C. Girard, Vice Chair
P. Conley
S. Mrozinski
C. O'Brien
R. Pawlak, Ex Officio
R. Byrne, Ex Officio

<b>Finance Committee - Wednesday after the 1st Thursday at 5 pm</b>
<b>9 Members</b>
T. Banaszak, Chair
S. Mrozinski, Vice Chair
J. Crete
C. Girard
K. Niemiec
P. Schumacher
P. McFarland, Ex Officio
R. Pawlak, Ex Officio
R. Byrne, Ex Officio

<b>Program Committee - 2nd Thursday at 5 pm</b>
<b>7 Members</b>
C. Girard, Chair
S. Mrozinski, Vice Chair
J. Crete
T. Reese
P. Schumacher
R. Pawlak, Ex Officio
R. Byrne, Ex Officio

<b>Nominations Committee - February/March/April; As Needed</b>
<b>5 Members; Elected by full Board</b>
T. Banaszak
J. Crete
C. Girard
P. McFarland
S. Mrozinski

<b>Bay County Retirement Board of Trustees</b>
<b>1 BABH Representative Appointed by BABH Board Chair</b>
Pat McFarland - BABH Rep

<b>MSHN SUD OPB - County Commission Appointments</b>
Bay County - J. Peters
Arenac County - R. Vallad

**Parliamentarian:** R. Pawlak

<b>Corporate Compliance Committee - Quarterly (starting Feb) 1st Thursday at 5pm</b>
<b>7 Members</b>
R. Pawlak, Ex Officio, Chair
C. Girard, Vice Chair
T. Banaszak
P. Conley
P. Schumacher
P. McFarland
R. Byrne, Ex Officio

<b>Personnel &amp; Compensation Committee - Quarterly (starting Jan) 1st Thursday at 5 pm</b>
<b>7 Members</b>
J. Crete, Chair
P. Conley, Vice Chair
K. Niemiec
C. O'Brien
T. Reese
R. Pawlak, Ex Officio
R. Byrne, Ex Officio

<b>Audit Committee - Monday before the Board Meeting at 5 pm</b>
<b>7 Members</b>
P. McFarland, Ex Officio, Chair
R. Pawlak, Ex Officio, Vice Chair
T. Banaszak
J. Crete
S. Mrozinski
T. Reese
R. Byrne, Ex Officio

<b>Bylaw Committee - Second Quarter; As Needed</b>
<b>9 Members</b>
T. Banaszak, Chair
S. Mrozinski, Vice Chair
J. Crete
C. Girard
K. Niemiec
P. Schumacher
P. McFarland
R. Pawlak, Ex Officio
R. Byrne, Ex Officio

<b>BABH Board of Directors - 3rd Thursday at 5 pm</b>
<b>12 Members; 10 from Bay and 2 from Arenac</b>
R. Byrne, Chair
R. Pawlak, Vice Chair
P. McFarland, Treasurer
C. Girard, Secretary
T. Banaszak
P. Conley
J. Crete
S. Mrozinski
K. Niemiec
C. O'Brien
T. Reese
P. Schumacher

<b>Mid-State Health Network Regional Board - 1st Tuesday every other month</b>
<b>2 Representatives Appointed by BABH Board Chair</b>
Staggering Terms, Each for a 3 Year Period
R. Pawlak (3 year term; commencing 5/18/2023 & expiring 4/30/2025)
P. McFarland (3 year term; commencing 4/30/2023 & expiring 4/30/2026)

# January 2025 BABH Board of Directors

# DRAFT

January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 25 New Year's Day/BABH Offices Closed	2 5:00pm Personnel & Compensation Committee	3	4
5	6 5:00pm Recipient Rights Advisory & Appeals Committee	7	8 5:00pm Finance Committee	9 5:00pm Program Committee	10	11
12	13 5:00pm Audit Committee	14	15	16 5:00pm REGULAR BOARD MEETING	17	18
19	20 Martin Luther King, Jr. Day/BABH Offices Closed	21	22	23	24	25
26	27	28	29	30	31	Feb 1



# February 2025 BABH Board of Directors

# DRAFT

February 2025							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6 5:00pm Corporate Compliance Committee	7	8
9	10 5:00pm Recipient Rights Advisory & Appeals Committee	11	12 5:00pm Finance Committee	13 5:00pm Program Committee	14	15
16	17 President's Day/BABH Offices Closed 5:00pm Audit Committee	18	19	20 5:00pm REGULAR BOARD MEETING	21	22
23	24	25	26	27	28	Mar 1

# March 2025 BABH Board of Directors

# DRAFT

March 2025							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1
2	3	4	5	6 5:00pm Facilities & Safety Committee	7	8
9	10 5:00pm Recipient Rights Advisory & Appeals Committee	11	12 5:00pm Finance Committee	13 5:00pm Program Committee	14	15
16	17 Saint Patrick's Day 5:00pm Audit Committee	18	19	20 5:00pm REGULAR BOARD MEETING	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5