

AGENDA

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS BYLAWS & POLICIES COMMITTEE MEETING

Wednesday, December 11, 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	Others Present:
Tim Banaszak, Ch	_____	_____	_____	Kathy Niemiec	_____	_____	_____	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) Organizational Credentialing – Special Provisions for Selected Providers, 08-06-07 (deletion) 3.2) Early & Periodic Screening, Diagnosis, and Treatment, 04-03-11 (revision) 3.3) Development of Bay-Arenac Charge Schedule, 08-03-02 (revision) 3.4) Third Party Revenue Collection & Repayment, 08-03-13 (revision) 3.5) Requirements for Contracts Serving Beneficiaries, 08-06-02 (revision)		3.1-3.10) Consideration of motion to refer the policies ending 30-day review to the full Board for approval

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	3.6) Fiscal Intermediary Audit Guidelines, 08-06-05 (deletion) 3.7) ACH – Electronic Direct Deposit, 08-04-08 (revision) 3.8) Payroll Check Disbursement, 08-04-10 (revision) 3.9) Financial Liability for Behavioral Health Services, 08-03-03 (revision) 3.10) Financial Liability: Determining Ability to Pay for Minors, 08-03-06 (revision)		
4.	Policies Beginning 30 Day Review 4.1) None		4.1) No action necessary
5.	Unfinished Business 5.1) None		
6.	New Business 6.1) New Meeting Schedule/Transition for 2025		6.1) No action or consideration of a motion to forward to full Board for information
7.	Adjournment	M -	S - pm MA

BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

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

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

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

Chapter: 08	Fiscal Management		
Section: 06	Contract Management		
Topic: 07	Organizational Credentialing – Special Provisions For Selected Providers		
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	Pol:	Pol: 9-17-2020	
	Proc:	Proc: 9-17-2020	
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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.
S. Gunsell	M. Rozek	10/21/24	Deletion	Recommend deletion as the content is the exact same as C08-S06-T08

DELETION

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

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

Chapter: 8	Fiscal Management		
Section: 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 2	Development of Bay-Arenac Charge Schedule		
Page: 1 of 2	Supersedes Date: Pol: 5-29-99 Proc: 4-24-06, 10-21-03, 4-13-99	Approval Date: Pol: 6-15-06 Proc: 9-9-09	<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:

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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**

Chapter : 8	Fiscal Management		
Section : 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 13	Third Party Revenue Collection and Repayments		
Page: 1 of 2	Supersedes Date: 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	Approval Date: 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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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

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Section: 6	Contract Management		
Topic: 2	Requirements for Contracts Serving Beneficiaries		
Page: 1 of 3	Supersedes Dates: Pol: 8-20-15, 9-20-12, 6-21-12, 4-20-06, 4-18-02 (C11-S06-T03), 9-20-01 (C07-S03-T01) Proc: 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	Approval Date: Pol: 3-21-19 Proc: 10-25-18	<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

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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:

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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
S. Gunsell	M. Rozek	10/21/24	Revisions	Triennial Review - Updated insurance requirement language to be more generic

BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 5	Fiscal Intermediary 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
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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: _____

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			<i>Board Chairperson 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
S. Gunsell	M. Rozek	10/21/24	Deletion	Recommend deletion of this P & P as there is a regional review now and Compliance has their own P & P as it relates to this process.

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

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

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

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 8	Fiscal Management		
Section: 4	Payroll		
Topic: 10	Payroll Check Disbursement		
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; margin-bottom: 5px;"> <i>Board Chairperson Signature</i> </div> <div style="border-bottom: 1px solid black;"> <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

Chapter: 8	Fiscal Management		
Section: 4	Payroll		
Topic: 10	Payroll Check Disbursement		
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	<hr style="width: 80%; margin: 0 auto;"/> <i>Board Chairperson Signature</i> <hr style="width: 80%; margin: 0 auto;"/> <i>Chief Executive Officer Signature</i>
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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
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
K. White	M. Rozek	10/2509/26/24	Changes Updated to remove paper Payroll checks: BABH Board paystubs are disbursed via postal mail.	Triennial Review, updated to remove paper checks and current practice related to issuing paystubs.

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter 8	Fiscal Management		
Section 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 3	Financial Liability for Mental Behavioral Health Services		
Page: 1 of 2	Supersedes Date: Pol: Proc: 7-26-15,10-28-08, 10-29	Approval Date: Pol: 5-20-99 Proc: 5-25-17	
			<hr style="border: none; 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

Chapter 8	Fiscal Management		
Section 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 3	Financial Liability for Mental Behavioral Health Services		
Page: 2 of 2	Supersedes Date: Pol: Proc: 7-26-15,10-28-08, 10-29	Approval Date: Pol: 5-20-99 Proc: 5-25-17	_____ <i>Board Chairperson Signature</i>
			_____ <i>Chief Executive Officer Signature</i>
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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
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	M.Rozek	3/17/23	Revision	Update to reflect current procedure and to remove Consumer Signature Requirement
E Lesniak	M.Rozek	6/18/24	Revision	Update to reflect revised administrative rules adopted 9/27/22 and enforced 10/1/23

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 8	Fiscal Management		
Section: 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 6	Financial Liability: Determining Ability to Pay for Minors		
Page: 1 of 2	Supersedes Date: Pol: 5-20-99 Proc: 10-21-03, 4-13-99	Approval Date: Pol: 10-16-03 Proc: 7-6-15	_____ <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 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:

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
M. Wolber	J. Wesolowski	11/25/09		

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 8	Fiscal Management		
Section: 3	Administration of Charges for Services, Financial Liability of Clients and Other Fund Sources		
Topic: 6	Financial Liability: Determining Ability to Pay for Minors		
Page: 2 of 2	Supersedes Date: Pol: 5-20-99 Proc: 10-21-03, 4-13-99	Approval Date: Pol: 10-16-03 Proc: 7-6-15	<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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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
E Lesniak	M. Rozek	6/18/24	Revision	Update to reflect revised administrative rules adopted 9/27/22 and enforced 10/1/23

January 2025

BABH Board of Directors

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

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
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

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

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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	18 5:00pm Audit Committee	19	20 5:00pm REGULAR BOARD MEETING (Arenac Center, 1000 W. Cedar Street, Standish, MI 48658)	21	22
23	24	25	26	27	28	Mar 1

March 2025

BABH Board of Directors

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	8	2	3	4	5
9	10	11	12	13	14	8	13	14	15	9	10	11	12
16	17	18	19	20	21	15	20	21	22	16	17	18	19
23	24	25	26	27	28	22	27	28	29	22	23	24	25
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