

# **NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL**

**CHAPTER:** Eight - Environment of Care  
**SECTION:**  
**PROCEDURE NAME:** CONTRACT SITE REVIEW PROCEDURE  
**EFFECTIVE DATE:** August 1, 2014

## **PURPOSE**

To ensure that contract providers' facilities meet the requirements or standards defined by the Michigan Mental Health Code, the Life Safety Code, the Board's accrediting agency and other rules and regulations defined by applicable agencies. The site review will ensure compliance in the following areas: Recipient Rights, Environment of Care, Training, Contractual Requirements and Infection Control.

## **APPLICATION**

North Country Community Mental Health's contractors providing residential and day program services.

## **DEFINITION**

Active Contract: A contract with the Board's clients receiving services in the provider's facility at the time of the site review.

## **PROCEDURE**

- New and re-activated contract providers will be reviewed within sixty days of contracting or provision of services.
- Active contract providers within NCCMH catchment will be reviewed annually, prior to August 1, by the Safety Specialist or Recipient Rights Office.
- For active contracts located outside NCCMH catchment, a copy of the local CMH Board's site review will be accepted if it meets NCCMH standards. In the event a review is not available or is not accepted, such facilities will be reviewed by NCCMH.
- Site reviews will be documented on the NCCMH Contract Site Review Form indicating compliance with applicable standards. Contract providers will receive a report of the site review findings within ten working days of the review. A copy will be sent to the appropriate program director(s).
- Providers are required to respond with a written Plan of Correction for any area of non-compliance within 30 days of receipt of the report. A copy of the Plan of Correction will be forwarded to the appropriate program director(s).
- Individual who conducted the review will follow up with a second letter to providers who fail to submit a Plan of Correction within 30 days. If there is no response from provider after 10 working days, the information will be given to Director of Administrative Services for follow up.
- Providers with an aggregate score below 95% may have a second review at the discretion of NCCMH staff responsible for the criteria that have not been met.

- Site Review data will be maintained by the Safety Specialist and reported to the Safety/Infection Control Committee and the Quality Improvement Council annually. Site Review data will be provided to the Contract Manager prior to contract renewal.

**REFERENCE:**

**REVISED:** 5/7/07; 2/9/09; July 14, 2014

**APPROVED BY SIGNATURE:**

*Alexis Kaczynski*

Director

*7/29/2014*

Date

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Safety Specialist

*7/22/2014*

Date