NORTH COUNTRY COMMUNITY MENTAL HEALTH
ADMINISTRATIVE MANUAL

CHAPTER: Five – Member Rights
POLICY NAME: COMPREHENSIVE ASSESSMENT
SUPERCEDES: Recipient Rights Policy
EFFECTIVE DATE: April 1, 2025

PURPOSE

To establish guidelines which ensure that each recipient receives a comprehensive initial assessment that serves as the basis for the development of an Individual Plan of Service.

APPLICATION

All North Country Community Mental Health direct service programs and contracted direct service providers.

POLICY

1. A comprehensive written initial biopsychosocial assessment shall be completed for each recipient. The initial biopsychosocial assessment shall include a diagnosis of physical and mental conditions and an initial plan of service for initial care, treatment and rehabilitation of the diagnosed conditions. In order to complete the initial assessment and determine a diagnosis, evaluation by a psychiatrist, psychologist, or other professional discipline may be required utilizing assessment protocols established for these professional disciplines (including but not limited to level of care utilization system and other assessment methodologies).
2. A copy of the initial assessment and Individual Plan of Service, along with reports obtained from other organizations, shall be included in the clinical record.
3. At least annually, there shall be a review and update of the assessment, level of care, and individual plan of service.

REFERENCE: Michigan Mental Health Code 330.1206; MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY24; CARF Standards 2.9.b

REVIEWED: 3/24/08; 5/30/10; 07/01/13; 07/02/15; 06/30/16

REVISED: February 7, 2025
APPROVED BY SIGNATURE:

Brian Babbitt

Chief Executive Officer — 03/20/25 Date

Ed Ginop

NCCMH Board Chair — 03/20/25 Date