Policies and procedures included in this checklist are REQUIRED for the E3 Program.

This list is not exhaustive and therefore your fiduciary may have, and is encouraged to have, more than what is listed below. Several required policies below can be combined into one policy. The document may have duplication in the sections. Fiduciaries are encouraged to review P&Ps regularly.

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| **Administrative Policy and Procedures (Required)** |
| **** Eligibility: Outlines who can receive services at the E3 site; services offered do not breech the confidentiality of youth served. (Element definition of MPR and MPR#6) | **** Language Assistance:Language assistance to those with limited English proficiency and/or other communication needs. (CLAS Standards-Title VI of Civil Rights Act) |
| **** Provision of Hours: Mental health services are provided 5 days per week. Total mental health provider time must be full-time equivalent. (Element definition of MPR) | **** E3 Services: E3 services shall not supplant existing school services, including special education or general education-related social work activities. The program shall not take on responsibilities outside the scope of the E3 MPRs. (MPR#5) |
| **** Hours of Operation: Hours of operation includes how hours are posted and shared with population served; voicemail includes telling students/parents where their clients can go to receive services during summer/holiday breaks; specific hours designated for adolescent only (when a health center serves both children aged 5 to 10 and adolescents). (MPR#11 and element definition of MPR) | **** CQI: Continuous quality improvement (CQI) P&Ps for services that defines the site’s CQI processes, inclusive of all required elements of MPR#15 (may include processes for Client Satisfaction Survey or this may be a separate policy). (MPR#15) |
| **** Abortion Services: Does not provide abortion counseling services or make referrals to abortion services. (MPR#7 & State School Aid, Act 94 of 1979, as amended) | **** Informed Consent:Informed consent including parent, minor consent and clients aged 18 and older. Mature minor consent includes the right to refuse or defer treatment unless intent exists to harm self or others. (MPR#14 and MPR#16) |
| **** Abuse or Neglect:Disclosure by clients or evidence of child physical or sexual abuse or neglect. (MPR#14 and MPR#16) | **** Parent/Guardian Consent:Parent/guardians of minors that consent to treatment for mental health services as allowable under Michigan law shall not be liable for cost of services.(Mental Health Code: Act 258 of 1974 and Public Health Code: Act 368 of 1978, as amended) |
| **** Family Planning Prescribing:Not prescribe, dispense, or otherwise distribute family planning drugs or devices. (MPR #8, School Code, Act 451 of 1976 and State School Aid, Act 94 of 1979, as amended) | **** Releases:Request for release of medical records and release of information that include the role of the non-custodial parent and parent with joint custody. (MPR#14 and MPR#16) |
| **** Medicaid Eligibility: Method for determining and obtaining information on Medicaid eligibility. (MPR#13 & MSA Bulletin 04-13) | **** Confidential Services: Confidential services as allowed by state and/or federal law and/or practice. Outline steps taken to maintain client confidentiality that includes physical and verbal confidentiality. (MPR#14 and MPR#16) |
| **** Medicaid Billing:Process for billing Medicaid, Medicaid health plans and other third parties. (MPR#13) | **** Rights and Responsibilities Policy: A youth friendly Bill of Rights is posted throughout the site, distributed, and explained to clients and contains language about refusal and deferral of care (this can be a separate policy). (Patient Self-Determination Act of 1990) |
| **** Sliding Fee Scale: The E3 shall establish and implement a sliding fee scale which is not a barrier to health care for the population served; clients must not be denied services based on their inability to pay. (MPR#13) | **** Confidential Services Billing:Billing processes do not breech confidentiality of client. (MPR#6 and HIPAA) |
| **** Revenue:Revenue generated from E3 must be used to support E3 operations and programming. (MPR#13) | **** Secure Storage:Secure storage for supplies and equipment, secure paper and/or electronic records that maintain client confidentiality. (MPR#4, MPR#17 and HIPAA) |

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| **Mental Health Policies and Procedures (Required)** |
| **** Treatment Refusal and Deferment:The client has the right to refuse or defer treatment unless intent exists to harm self or others. Their refusal or deferral of treatment is documented in the client record.(MPR#2 and Patient Self-Determination Act of 1990)  | **** Treatment Plans: Treatment plans are kept current, modified when indicated and are reviewed at reasonable intervals with client and with parents, unless prohibited by client (consistent with Michigan minor consent laws). (MPR#2 and Mental Health Code: Act 258 of 1974, as amended) |
| **** Referral Follow-up: There are adequate procedures for the follow-up of internal and off-site referrals. (MPR#1) | **** Pharmacological Intervention:If the mental health clinician indicates a pharmacological intervention may be needed, the provider refers to a clinical provider who can prescribe appropriate medications, when needed. (Public Health Code: Act 368 of 1978, as amended) |
| **** Aprocess to administer risk assessment and/or behavioral health screen to each unduplicated user at least once in current fiscal year. (MPR#3) |  |