



Expanding, Enhancing Emotional Health (E3)

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.

Administrative Policy and Procedures (Required)	
<input type="checkbox"/> Eligibility: Outlines who can receive services at the E3 site; services offered do not breach the confidentiality of youth served.	<input type="checkbox"/> Language Assistance: Language assistance to those with limited English proficiency and/or other communication needs. If this is the only evidence
<input type="checkbox"/> Provision of Hours: Mental health services are provided 5 days per week. Total mental health provider time must be full-time equivalent.	<input type="checkbox"/> 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.
<input type="checkbox"/> 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).	<input type="checkbox"/> CQI: Continuous quality improvement (CQI) P&Ps for services that defines the site's CQI processes, inclusive of all required elements of MPR#14 (may include processes for Client Satisfaction Survey or this may be a separate policy).
<input type="checkbox"/> Abortion Services: Does not provide abortion counseling services or make referrals to abortion services.	<input type="checkbox"/> 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.
<input type="checkbox"/> Abuse or Neglect: Disclosure by clients or evidence of child physical or sexual abuse or neglect.	<input type="checkbox"/> 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.
<input type="checkbox"/> Family Planning Prescribing: Not prescribe, dispense, or otherwise distribute family planning drugs or devices.	<input type="checkbox"/> 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.
<input type="checkbox"/> Medicaid Eligibility: Method for determining and obtaining information on Medicaid eligibility.	<input type="checkbox"/> 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.
<input type="checkbox"/> Medicaid Billing: Process for billing Medicaid, Medicaid health plans and other third parties.	<input type="checkbox"/> 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).



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<input type="checkbox"/> 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.	<input type="checkbox"/> Confidential Services Billing: Billing processes do not breach confidentiality of client.
<input type="checkbox"/> Revenue: Revenue generated from E3 must be used to support E3 operations and programming.	<input type="checkbox"/> Secure Storage: Secure storage for supplies and equipment, secure paper and/or electronic records that maintain client confidentiality.

Mental Health Policies and Procedures (Required)	
<input type="checkbox"/> 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.	<input type="checkbox"/> 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). P&P address communication with parents regarding treatment plan.
<input type="checkbox"/> Client confidentiality is maintained, including physical and verbal privacy in the counseling area. P&P outline steps taken to maintain client confidentiality.	<input type="checkbox"/> 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.
<input type="checkbox"/> A process to administer risk assessment and/or behavioral health screen to each unduplicated user at least once in an annual year.	<input type="checkbox"/> Referral Follow-up: There are adequate procedures for the follow-up of internal and off-site referrals. Should include initiating, follow-up and closing of referrals.