

## 580-2-20-.02 Governing Body

### **Governing Body.**

**Insert Agency Name**, maintains and have the following documents/information available for review onsite: written board-approved operational policies, articles of incorporation and bylaws, an organizational chart, written mission statement, written responsibilities of the Governing Body/Board of Directors.

### **Written Operational Policies**

**Insert Agency Name**, have written board-approved operational policies.

### **Articles of Incorporation and Bylaws**

**Insert Agency Name**, have articles of incorporation (or charter) and bylaws.

### **Organization Chart**

**Insert Agency Name**, develop and maintains a current organization chart depicting the lines of supervision.

### **Mission Statement**

**Insert Agency Name**, have a written mission statement that is approved by the Governing Body/Board of Directors. **State the mission statement here:**

### **Human Rights Committee**

**Insert Agency Name**, Governing Body/Board of Directors ensures compliance with 580-3-26, Human Rights Committee in ADMH Certified Programs. **Have a policy and procedure on 580-3-26 Human Rights Committee attached to this P&P.**

### **Procedures:**

**Insert Agency Name**, Human Rights Committee will be appointed by, and serve at the pleasure of, the Executive Director.

The Human Rights Committee will be composed of a majority of individuals that are not employed by the program, and consist of representatives from each of the following groups:

- Current and/or former consumers of services.
- Family members of consumers.
- Representatives of community support & Advocacy Organizations.
- Local officials
- Citizens at large
- Performance Improvement/Quality Enhancement Staff.

**Insert Agency Name**, Human Rights Committee members are required to sign a statement, prohibiting them from disclosing confidential information to others except in the performance of Human Rights Committee functions and duties.

**Insert Agency Name**, Human Rights Committee performs the following duties.

- Elect officers (Chairperson; Co-Chairperson; Secretary) to carry-out duties in an orderly fashion, with the Chair and Co-Chair not being employed by the program;
- Develop by-laws and operational procedures necessary to perform duties and responsibilities;
- Meet at least quarterly;
- Keep minutes of all meetings and maintain related correspondence;
- Report all committee activities and recommendations to the program director.

**Insert Agency Name**, Human Rights Committee includes, but not be limited to, activities such as:

- assisting in the review of rights-related policies and procedures.
- promoting rights-related education and training programs
- reviewing rights restrictions
- assisting in monitoring activities
- advising the program administrator on consumer rights-related grievances
- reviewing rights-related issues in behavioral plans.

#### **Regulatory Compliance**

**Insert Agency Name**, Governing Body/Board of Directors ensures compliance with all applicable federal, state, and local laws. **Insert Agency Name** acknowledge and understand, reviews conducted by the Alabama Department of Mental Health only certifies the agency's compliance with the Alabama Administrative Code.

#### **Revision and Updates**

**Insert Agency Name**, Governing Body/Board of Directors reviews and approves all of the policies and procedures. The implementation of any updates to any of the agency's policies and procedures will take effect on the date specified by the governing body/board of directors. **Need to detail when implementation of updates to P&P will take effect per the governing body.**

#### **Policy and Procedure Manual**

**Insert Agency Name**, Governing Body/Board of Directors ensures the agency has **indexed** Policies and Procedures Manual which at a minimum contains: Each of the required written policies, procedures, practices, plans, and processes as specified by MHSA Administrative Code.

**Procedures:** All policies and procedures contained within the Policies and Procedures Manual will:

- **Include advisory input by the programs' staff, recipients, recipients' families and/or advocates.** The agency will utilize an array of methods to obtain input, which includes but is not limited to: Surveys, questionnaires Data, incident reports, interviews, advisory committees. **Specify how this will be done at your agency.**
- Be consistent with ADMH Mental Health and Substance Abuse Services Administrative Code relative to recipient protection.
- **Be updated as needed and approved according to written procedures established by the Governing Body/Board of Directors.** **Make sure you have a procedure on updating and approving agency's policies and procedures.**
- Be reviewed and approved, at least, on an annual basis by the Governing Body/Board of Directors with this review process documented in writing.
- Be easily accessible to all agency personnel and available at each certified service/program location.
- Be accessible for review by ADMH upon request.