

Policy 1.0

POLICY TITLE:	General Management	POLICY #1.0		
Topic Area:	GENERAL MANAGEMENT	<u>ISSUED BY:</u> Chief Executive Officer <u>APPROVED BY:</u> Board of Directors	REVIEW DATES	
Applies to:	All CMHSPs and the provider network		11/21/13	1/1/2015
Developed and Maintained by:	LRE Chief Executive Officer		12/16/21	
Supersedes:	N/A	Effective Date: January 1, 2014	Revised Date: 12/16/21	

I. PURPOSE

To ensure the LRE develops, reviews, revises, adopts, and disseminates its policies, procedures, and standards to its provider network.

II. POLICY

The Lakeshore Regional Entity (LRE) will develop and promulgate policies, procedures, and standards for its provider network. The policies of the LRE shall govern the overall ethical and business practices of the LRE's provider network and shall take precedence over the internal policies/procedures of member CMHSPs or providers within the network should operational conflict exist. Policies and procedures will be consistent with LRE by-Laws, Operating Agreements and contracts with members.

- A. The LRE shall develop and adopt common policies and standards for managing its network.
- B. The LRE shall ensure provider and other stakeholder input in the creation and review of policies prior to adoption.
 1. The LRE shall utilize its Council/Committee structure for policy development and review
 2. The LRE shall ensure individuals, families, and advocates participate in the development and/or revision of provider network policies prior to adoption when a policy directly impacts individual, family or advocates.
- C. The LRE policies and standards shall:
 1. Support the mission, vision, and values of LRE
 2. Set monitoring guidelines for clinical and business practices
 3. Clearly reflect regulatory and contractual requirements and standards necessary for compliance
 4. Address issues that require uniformity and commonality in practices across the provider network
 5. Promote administrative efficiency and economy of practice including seeking to reduce administrative burden to the extent allowed by required regulations
 6. Improve or enhance clinical services

- 7. Indicate applicability to provider or staff type
- D. CMHSP Member within LRE may establish local network policy implementation procedures consistent with LRE's policy.
- E. Where uniformity of practice is preferred, but not mandated by contractual or statutory requirements, the LRE shall seek consensus on how issues shall be addressed (including but not limited to using structures and processes outlined in By Laws and Operating Agreement). Where consensus cannot be reached, the LRE shall review industry standards and make a final recommendation where necessary.
- F. All providers (both organizational and practitioner providers) shall be required to abide by all of the LRE policies as applicable to their organization.
 - 1. All LREs policies shall indicate "applicability" to provider type (e.g., LRE, Member, and/or sub-panel Contract Agency).
- G. The LRE shall ensure that policies are reviewed at least annually and revised as needed to reflect current standards and regulatory requirements, to determine if they still remain necessary and are functional.
 - 1. The LRE shall designate a staff person to manage the overall Policy process for the LRE. Currently, this role shall be assigned to the Chief Executive Officer or designee.
 - 2. The LRE shall assign a "lead staff" to develop and periodically review each policy. Lead staff shall be assigned by the functionality requirements of the LRE.
- H. The LRE's Chief Executive Officer (CEO) shall be the final authority to approve and sign all of the LRE policies prior to promulgation.
- I. The LRE shall ensure the distribution of each approved and signed policy and posting of the final policy to the members.

III. APPLICABILITY AND RESPONSIBILITY

This policy applies to the LRE, member CMHSPs, and the provider network.

IV. MONITORING AND REVIEW

The LRE shall review the general management policy at least annually, and as necessary to maintain an adequate and acceptable level of financial management and required oversight responsibilities for all prepaid inpatient health plan activities.

V. DEFINITIONS

CMHSP: Community Mental Health Service Programs

VI. RELATED POLICIES AND PROCEDURES:

- A. LRE Corporate Compliance Policy
- B. LRE Compliance Policies and Procedures
- C. LRE Quality Policies and Procedures
- D. Lakeshore LRE By-Laws
- E. Lakeshore LRE Operating Agreement

VII. REFERENCES/LEGAL AUTHORITY

N/A

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
11/21/2013	New Policy	Chief Executive Officer
12/16/21	Combined Policy/Procedure	Chief Executive Officer