

DESK AUDIT STANDARDS

Medicaid

I-A.4

The Board adheres to the requirements of the “Guidelines and Operating Principles for Residency Determinations in MACSIS among CMH/ADAS/ADAMH Boards”, as evidenced by a policy.

I-B.3

Board adheres to 42 CFR 431.51 “Free Choice of Providers” assuring that a Medicaid contract is issued to any requesting agency within the Board service area that is ODMH or ODADAS certified, as evidenced by a policy.

Clarifier

Boards are required to pay a Medicaid claim from a provider from any county, but must issue contracts to any requesting certified agency within their Board service area.

I-C.7

Board has a procedure to work the Medicaid RETRO eligibility, Held, and Mismatched Reports to assure that the correct source of payment is used, and prompt payment occurs for Medicaid eligible services.

Public Affairs/ Education/ Community Relations/ Policy/ Advocacy

II-A.3(a)

The Board has adopted a public records policy in compliance with Public Records Law for responding to public records request.

Risk Management and Insurance

III-A.2(b)

If the Governing Board determines that it believes such indemnification is appropriate, it adopts appropriate policies and/ or by-law provisions.

Board Health and Safety

IV-A.3

The Board has written policies/procedures to address standard health and safety concerns that include at minimum the following topics:

- Fire Safety
- Fire Drills
- Smoking
- Concealed Weapons
- Use of Controlled Substances
- Bomb/Other Threats
- Natural Disasters
- Power Failures
- Medical Emergencies
- Safety during violent or other threatening situations

Human Resources

V-A.2(b)

The Board has written documentation governing personnel records including content, access and retention.

V-A.3

The Board establishes and maintains personnel policies that have been approved by their governing board, that include at a minimum policies that address:

- Recruitment, Selection and Hiring of Employees
- Employee Compensation and Benefits
- Employee Evaluations
- Employee Conduct, Disciplining, Demotion, Termination and Exiting of Employees

V-A.7

The Board has a policy and procedures regarding whistleblower (employees who report concerns about legal, auditing or accounting irregularities) protection.

V-A.9

The Board has written documentation addressing the use of facilities, equipment and technology by staff or volunteers, working on behalf of the Board.

Mission and Program

VI-A.1(a)

The Board has written documentation that defines its mission, vision and values.

VI-A.2(a)

The Board has a Strategic Plan outlining goals, objectives, priorities, and strategies consistent with its mission, vision and values.

VI-A.8

The Board has a policy and procedures to address grievances of client and family members.

VI-A.9(a)

The Board has provisions stating how it will monitor grievances received by contract agencies.

(ADAMH/CMH Boards only)

VI-A.15

The Board shall have a Civil Rights Compliance Policy to assure that all programs, services and benefits administered, supervised, authorized and/ or participated in by Boards and contracted providers are operated in accordance with nondiscriminatory requirements or on the basis of race, color, sex, creed, age, disability, national origin, religion or inability to pay.

(ADAMH/ADAS Boards only)

VI-A.16

The Board has a policy and procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a community mental health or alcohol/drug agency, or for delegating investigation to another entity.

VI-A.17

The Board has a policy and procedures for investigating any complaint alleging abuse or neglect of any person receiving services from a residential facility licensed under ORC Section 5119.22, or for delegating investigation to another entity.

(ADAMH/CMH Boards only)

VI-A.18

The Board has a policy and procedures for taking action, when it receives a complaint alleging abuse or neglect of an individual with mental illness or severe mental disability that resides in an adult care facility.

(ADAMH/CMH Boards only)

VI-A.19

The Board has a policy and procedures for taking action it determines to be necessary to correct the situation if an investigation substantiates charges of abuse or neglect, including notification of appropriate authorities.

VI-A.27

The Board has written documentation to ensure that Board and/or designated agency staff be present at probate hearings to assist the probate division of the court of common pleas in determining whether there is probable cause for involuntary hospitalization and what if any alternative treatment is available and appropriate.

(ADAMH/CMH Boards only)

Governance**VII-A.1**

The Governing Board has policies and procedures or by-laws defining the governing process of the Board and stating its rules of operations.

VII-A.2

The Governing Board has policies and procedures or by-laws defining Board member duties.

VII-A.3

The Governing Board has policies and procedures or by-laws addressing its responsibility for the recruitment and hiring of the Executive Director, and setting the compensation of the Executive Director.

VII-A.5

The Governing Board has policies and procedures or by-laws, addressing the removal of the Executive Director.

VII-A.6

The Governing Board has policies and procedures or by-laws, addressing delegation of duties to the Executive Director.

Board Finance and Operations**VIII-A.7**

The Board has written documentation addressing how standard fiscal matters are to be addressed, that includes at a minimum the following:

- Chart of Accounts
- Process for Approving and Paying Bills
- Fiscal Record Keeping
- How Budget Deviations are to be Handled
- Inventory Records
- Internal Controls

Ethics**X-A.1**

The Governing Board has a conflict of interest policy that applies to the Governing Board and employees of the Board.

X-A.2

The Governing Board has a policy addressing the reimbursement of Board Members for actual and necessary expenses incurred in the performance of their official duties.