



ADMINISTRATIVE RULES OF MONTANA



37.106.1908 MENTAL HEALTH CENTER: POLICIES AND PROCEDURES

- (1) Each mental health center shall maintain a policy and procedure manual. The manual must be reviewed and approved, at least annually, by the medical director and administrator. The manual must contain policies and procedures for:
 - (a) notifying staff of all changes in policies and procedures;
 - (b) addressing client rights, including a procedure for informing clients of their rights;
 - (c) addressing and reviewing ethical issues faced by staff and reporting allegations of ethics violations to the applicable professional licensing authority;
 - (d) informing clients of the policy and procedures for client complaints and grievances;
 - (e) initiating services to clients;
 - (f) informing clients of rules governing their conduct and the types of infractions that can result in suspension or discontinuation of services offered by the mental health center;
 - (g) suspending or discontinuing program services with the following information to be provided to the client:
 - (i) the reason for suspending or discontinuing services or access to programs;
 - (ii) the conditions that must be met to resume services or access to programs;
 - (iii) the grievance procedure that may be used to appeal the suspension or discontinuation; and
 - (iv) what services, if any, will be continued to be provided even though participation in a particular service or program may be suspended or discontinued.
 - (h) referring clients to other providers or services that the mental health center does not provide; and
 - (i) conducting quality assessment and improvement activities.
- (2) If the mental health center provides representative payee services, the center must comply with the accounting and reporting procedures established by the Commissioner of Social Security as identified in section 1631 (a) (2) of the Social Security Act and must further ensure that clients are involved in budgeting their money and that budget sheets be used which require client signatures.

Implementing statute(s): 50-5-103, 50-5-204, MCA

History: NEW, 1998 MAR p. 539, Eff. 2/27/98; TRANS & AMD, 2002 MAR p. 916, Eff. 3/29/02.