

**Governance Committee Meeting**

January 24, 2023

8:30 am

**I. DECLARATION OF QUORUM**

**II. PUBLIC COMMENTS**

**III. APPROVAL OF MINUTES**

- A. Approve Minutes of the Board of Trustees Meeting Held on Tuesday,  
November 15, 2022  
(*EXHIBIT G-1*)

**IV. REVIEW AND TAKE ACTION**

**A. NEW/UNCHANGED**

1. Employment Policy  
(*EXHIBIT G-2*)
2. Pharmacy Peer Review  
(*EXHIBIT G-3*)
3. Privacy Officer  
(*EXHIBIT G-4*)
4. Relief Service Employees  
(*EXHIBIT G-5*)
5. The Requisitioning and Purchasing of Goods and or Services  
(*EXHIBIT G-6*)

**B. REVISED/MINOR CHANGES**

1. Business Associate Policy  
(*EXHIBIT G-7*)
2. Employee Performance Evaluation  
(*EXHIBIT G-8*)
3. Nursing Peer Review: Incident Based or Safe Harbor  
(*EXHIBIT G-9*)
4. Personal Relationships in the Workplace  
(*EXHIBIT G-10*)
5. Petty Cash  
(*EXHIBIT G-11*)
6. Reporting Automobile Accidents  
(*EXHIBIT G-12*)
7. Telehealth/Telemedicine Services  
(*EXHIBIT G-13*)
8. Third Party Participation in Patient Services  
(*EXHIBIT G-14*)
9. Trauma Informed Practice

(EXHIBIT G-15)

10. Workforce Reduction  
(EXHIBIT G-16)

**V. EXECUTIVE SESSION**

• As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

• In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the proposed 2023 Slate of Officers. Mr. James Lykes, Chair of Governance Committee; S. Zakaria, Chair of the Harris Center Board of Trustees

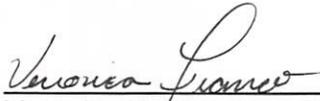
**VI. RECONVENE INTO OPEN SESSION**

**VII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION**

**VIII. INFORMATION ONLY**

- A. Abbreviation List  
(EXHIBIT G-17)

**IX. ADJOURN**



Veronica Franco, Board Liaison  
Jim Lykes, Chair, Governance Committee  
The Harris Center for Mental Health and IDD



# **EXHIBIT G-1**

**BOARD OF TRUSTEES  
THE HARRIS CENTER *for*  
MENTAL HEALTH AND IDD  
GOVERNANCE COMMITTEE MEETING  
TUESDAY, NOVEMBER 15, 2022  
MINUTES**

**CALL TO ORDER**

Mr. Jim Lykes, Chairman called the meeting to order at 8:36 a.m. in Conference Room 109, 9401 Southwest Freeway, noting a quorum of the Committee was present.

**RECORD OF ATTENDANCE**

Committee Members in Attendance: Committee Chair Mr. J. Lykes, Mr. G. Womack, Dr. R. Gearing, Dr. M. Miller

Committee Member Absent:

Other Board Member Present: Dr. G. Santos, Mrs. B. Hellums, Dr. L. Moore, S. Zakaria

**1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS**

Mr. Jim Lykes designated Mrs. Hellums, Dr. L. Moore and Dr. Santos as voting members of the committee.

**2. DECLARATION OF QUORUM**

The meeting was called to order at 8:36 a.m.

**3. PUBLIC COMMENTS**

There were no Public Comments.

**4. APPROVAL OF MINUTES**

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, September 27, 2022

**MOTION: SANTOS            SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, September 27, 2022 EXHIBIT G-1 has been approved and recommended to the Full Board.

**5. REVIEW AND TAKE ACTION**

A. New/Unchanged

1. Assurance of Individual Rights

**MOTION: GEARING      SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Assurance of Individual Rights, EXHIBIT G-2 has been approved and recommended to the Full Board.

2. Business Associate and Subcontractor

**MOTION: SANTOS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Business Associate and Subcontractor, EXHIBIT G-3 has been approved and recommended to the Full Board.

3. Compliance Plan FY23

**MOTION: HELLUMS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Compliance Plan FY23, EXHIBIT G-4 has been approved and recommended to the Full Board.

4. Harris Center Advisory Committee

**MOTION: HELLUMS      SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Harris Center Advisory Committee, EXHIBIT G-5 has been approved and recommended to the Full Board.

5. Mailing Services

**MOTION: SANTOS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Mailing Services, EXHIBIT G-6 has been approved and recommended to the Full Board.

6. Moonlighting

**MOTION: SANTOS            SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Moonlighting, EXHIBIT G-7 has been approved and recommended to the Full Board.

7. Nurse Staffing Advisory

**MOTION: GEARING            SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Nurse Staffing Advisory, EXHIBIT G-8 has been approved and recommended to the Full Board. The Governance Committee recommended the staff add information about the reporting structure.

8. Personal Relationships in the Workplace

**MOTION: HELLUMS            SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Personal Relationships in the Workplace, EXHIBIT G-9 has been approved with the Committee's recommendation to add a statement that any exceptions must be approved by the Chief Executive Officer. The policy was recommended to the Full Board for approval with the noted revision.

9. Plan of Care

**MOTION: GEARING            SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Plan of Care, EXHIBIT G-10 has been approved and recommended to the Full Board.

10. Risk Management Plan

Dr. Santos motioned to table the item and bring back to the next Governance Committee meeting. Dr. Gearing seconded the motion.

**BE IT RESOLVED**, Risk Management Plan, was tabled for Governance Committee members to review and provide feedback.

11. Subpoenas

**MOTION: GEARING      SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Subpoenas in the Workplace, EXHIBIT G-12 has been approved and recommended to the Full Board.

12. Time and Attendance

**MOTION: HELLUMS      SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Time and Attendance in the Workplace, EXHIBIT G-13 has been approved and recommended to the Full Board.

13. Volunteer Program

**MOTION: HELLUMS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Volunteer Program in the Workplace, EXHIBIT G-14 has been approved and recommended to the Full Board.

B. Revised/Minor Changes

1. Agency Abbreviations

**MOTION: GEARING      SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Agency Abbreviations, EXHIBIT G-15 has been approved and recommended to the Full Board.

2. Communication with the Media and other Entities

**MOTION: GEARING      SECOND: SANTOS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Communication with the Media and other Entities, EXHIBIT G-16 has been approved and recommended to the Full Board.

3. Declaration of Mental Health Treatment

**MOTION: HELLUMS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Declaration of Mental Health Treatment, EXHIBIT G-17 has been approved and recommended to the Full Board.

4. Emergency Codes, Alerts and Response

**MOTION: HELLUMS      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Emergency Codes, Alerts and Response, EXHIBIT G-18 has been approved and recommended to the Full Board.

5. Financial Assessment

**MOTION: GEARING      SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Financial Assessment in the Workplace, EXHIBIT G-19 has been approved and recommended to the Full Board.

6. Licensure, Certification and Registration

**MOTION: GEARING      SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Licensure, Certification and Registration in the Workplace, EXHIBIT G-20 has been approved and recommended to the Full Board.

7. Medication Storage, Preparation and Administration Areas

**MOTION: MOORE      SECOND: HELUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Medication Storage, Preparation and Administration Areas , EXHIBIT G-21 has been approved and recommended to the Full Board.

8. Off Premises Equipment Usage

**MOTION: GEARING      SECOND: HELLUMS**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Off Premises Equipment Usage, EXHIBIT G-22 has been approved and recommended to the Full Board.

9. Pharmaceutical Representatives

**MOTION: MOORE      SECOND: GEARING**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Pharmaceutical Representatives, EXHIBIT G-23 has been approved and recommended to the Full Board.

10. Pharmacy and Unit Medication/Drug Inventory

**MOTION: MOORE      SECOND: ZAKARIA**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Pharmacy and Unit Medication/Drug Inventory, EXHIBIT G-24 has been approved and recommended to the Full Board.

11. Travel Policy

**MOTION: MOORE      SECOND: ZAKARIA**  
**The Motion passed with unanimous affirmative votes**

**BE IT RESOLVED**, Travel Policy, EXHIBIT G-25 has been approved and recommended to the Full Board.

6. **EXECUTIVE SESSION -**

Mr. Lykes announced the Committee was entering into Executive session at 9:07am for the following reason:

- In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members for various offices and the preparation of the 2023 Slate of Officers to be recommended to the Full Board for its consideration at the Regular Meeting of The HARRIS CENTER for MENTAL HEALTH AND IDD Board of Trustees in January 2023.

7. **RECONVENED INTO OPEN SESSION-**

The Governance Committee reconvened into open session at 9:48am.

8. **CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION**  
No action taken as a result of Executive session.

9. **ADJOURN**

**MOTION: ZAKARIA**

**SECOND: HELLUMS**

The meeting was adjourned at 9:48 A.M.

**Respectfully submitted,**

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**Veronica Franco, Board Liaison**

**Jim Lykes, Chairman**

**Governance Committee**

**THE HARRIS CENTER for Mental Health and IDD**

**Board of Trustees**

# **EXHIBIT G-2**

Status **Pending** PolicyStat ID **12432688**



Origination 03/1993  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 03/1993  
 Next Review 1 year after approval

Owner Toby Hicks  
 Area Human Resources  
 Document Type Agency Policy

## HR9A Employment

### 1. PURPOSE

The purpose of this policy is to extend equal employment opportunities, based on individual merit and qualifications, to all applicants for employment and to all The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) employees.

### 2. POLICY

The Harris Center has a strong commitment to equal employment opportunity and fosters the concept of workforce diversity. It is the policy of The Harris Center to provide equal opportunity to employment matters including, but not limited to, recruitment, hiring, testing, compensation, transfer, promotion, upgrade, realignment, demotion, training, layoff, and discharge regardless of race, creed, color, national origin, religion, sex, pregnancy, childbirth or a related medical condition, age, veteran status, disability, or any characteristic as protected by law. Additionally, The Harris Center will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Agency.

### 3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

### 4. PROCEDURES

#### A. Creating a New Position

- B. Filling a New Position
- C. Filling a Vacant Position
- D. Changing a Current Position
- E. Posting of Vacancies
- F. Conditions of Employment

## 5. Related policies/Forms:

Employee Job Descriptions	PER: 7
Transfers, Promotions, Demotions	PER:15
Personnel Requisition Action Form	Attachment A
The Harris Center Application for Employment	Attachment B-online

## 6. References: Rules/Regulations/Standards

The Harris Center's Policy and Procedure Handbook

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	12/2022
Compliance Review	Anthony Robinson: VP	12/2022
Department Review	Joseph Gorczyca	12/2022
Initial Assignment	Toby Hicks	12/2022

# **EXHIBIT G-3**

Status **Pending** PolicyStat ID **12680522**



Origination	N/A
Last Approved	N/A
Effective	Upon Approval
Last Revised	N/A
Next Review	1 year after approval

Owner	Tanya White: Mgr
Area	Medical Services
Document Type	Agency Policy

## MED35A Pharmacy Peer Review Policy

### 1. PURPOSE:

The purpose of this policy is to establish a pharmacy peer review process to evaluate the quality of pharmacy services, the competency of pharmacists, and identify opportunities to enhance patient care through the pharmacy systems.

### 2. POLICY:

It is the policy of The Harris Center to consistently assess pharmacy operations, the quality of pharmacy-related activities and causal factors underlying quality-related activities or error occurrences to ensure the highest quality of care for all patients of The Harris Center. The deliberations of the pharmacy peer review are held in accordance with all rules, statutes, and laws pertaining to peer review and any protections allowed under these regulations regarding the confidentiality and privileged nature of pharmacist peer review communications, records, reports, deliberations and proceedings. The Pharmacy Peer Review Committee is a subcommittee of the Professional Review Committee (PRC).

### 3. APPLICABILITY/SCOPE:

This policy applies to any employed and contracted licensed pharmacists.

### 4. PROCEDURES:

A. Pharmacy Peer Review Procedure

## 5. RELATED POLICIES/FORMS:

Professional Review Committee Policy

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Pharmacy Peer Review, Tex. Occ. Code §§564.001-564.006; §§564.101-564.106

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Final Legal Review	Kendra Thomas: Counsel	01/2023
Initial Legal Review	Shannon Fleming: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	11/2022
Initial Assignment	Tanya White: Mgr	11/2022

# **EXHIBIT G-4**

Status **Pending** PolicyStat ID **12577765**



Origination	N/A	Owner	Rita Alford: Dir
Last Approved	N/A	Area	Information Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

## HIM20A Privacy Officer

### 1. PURPOSE

The purpose of this policy is to establish that the Privacy Officer will be responsible to ensure the protection of patient/individual privacy rights.

### 2. POLICY

It is the policy of The Harris Center to employ a Privacy Officer whose primary duty is to oversee the development, implementation, maintenance of, and adherence to privacy policies and procedures regarding the safe use and handling of protected health information (PHI) in compliance with federal and state HIPAA regulations.

### 3. APPLICABILITY/SCOPE

All agency employees, contractors, and patients/individuals of The Harris Center

### 4. PROCEDURES

1. Maintain up-to-date knowledge of federal and state privacy laws and HIPAA regulations to ensure Center compliance.
2. Implement a process for receiving, documenting, tracking, investigating, and action on all complaints concerning breaches in privacy policies and procedures.
3. Ensure that the Center maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials that reflect the Center's policies and regulatory requirements.

4. Establish a procedure to track access to PHI so that it can be reviewed during audits.
5. Work with all personnel involved in the release of PHI to ensure full coordination and cooperation under policies and procedures, federal and state privacy laws, and HIPAA regulations.
6. Oversee compliance with privacy practices and application of sanctions for failure to comply with privacy policies in relation to the Center's workforce, business associates, and in cooperation with administration and legal counsel as applicable.
7. Designate a contact person or office responsible for receiving privacy complaints and providing information about matters covered in the Notice of Privacy Practices.

## 5. RELATED POLICIES/ FORMS

Breach Notification	HIM2A
Confidentiality and Disclosure of Patient/ Individual Health Information	HIM6A
Sanctions for Breach of Security and/ or Privacy Violations of Health Information	HIM15A
Incident Reporting	EM4A

## 6. REFERENCES: RULES/REGULATIONS/ STANDARDS

Health Insurance Portability and Accountability Act 1996, 45 C.F.R. Parts 160 and 164

Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2

Texas Medical Practices Act, Texas Occupations Code, Title 3 Health Professions

Medical Records Privacy, Tex. Health & Safety Code Ch. 181

Mental Health Records, Texas Health and Safety Code Chapter 611

Medical or Mental Health Records, Texas Health and Safety Code Chapter 161, Subchapter M

Rights and Protection of Individuals Receiving Intellectual Disability Services-Protected Health Information, Title 40 Texas Administrative Code Part 1, Chapter 4 Subchapter A

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023

Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Mustafa Cochinwala: Dir	01/2023
Initial Assignment	Rita Alford: Dir	01/2023

# **EXHIBIT G-5**

Status **Pending** PolicyStat ID **11344088**



Origination	10/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	10/2020
Next Review	1 year after approval

Owner	Toby Hicks
Area	Human Resources
Document Type	Agency Policy

## HR22A Relief Service Employees

### 1. PURPOSE:

This policy sets out procedures and protocols for the use of relief services employees at The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center).

### 2. POLICY:

The Relief Service Pool exists to provide internal temporary staffing services to The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) facilities.

Requests to hire relief service pool employees must be submitted by the Manager to the Position Justification Committee for approval.

### 3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

### 4. PROCEDURES:

Operational Procedures

### 5. Related policies/Forms:

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Employment Policy</li> </ul> |
|---|

• Staff Training and Development	
• Orientation for New Employees	
• Relief Service Employee Time Sheet	
• Relief Service Employee Performance Evaluation	

## 6. References: Rules/Regulations/Standards:

The Harris Center's Policy and Procedure  
 The Harris Center Employee Handbook

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Joseph Gorczyca	12/2022
Initial Assignment	Toby Hicks	12/2022

# **EXHIBIT G-6**

Status **Pending** PolicyStat ID **12504621**



Origination	N/A	Owner	Nina Cook: Dir
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

## FM19A The Requisitioning and Purchasing of Goods and / or Services

### 1. PURPOSE:

The Harris Center for Mental Health and IDD supports a purchasing environment that recognizes the unique purchasing needs of agency departments. This policy is provided to facilitate the purchase of goods and services needed to meet these requirements in a timely, efficient, and cost-effective manner.

### 2. POLICY:

It is the policy of The Harris Center to utilize standard guidelines in acquiring quality goods and / or services in a timely and professional manner while ensuring best use of funding from all sources at “best value” to The Harris Center for Mental Health and IDD.

The Harris Center for Mental Health and IDD is committed to increasing business opportunities for minority and women-owned businesses within the community. Historically Underutilized Businesses, including Minority-Owned Businesses and Women-Owned Businesses, are encouraged to participate in any competitive procurement request(s) for Goods and or Services.

Procedures associated with this policy establishes a systematic and fiscally sound method for procuring goods and services that allows departments within divisions agency-wide to function smoothly by providing needed materials and equipment, including servicing/maintenance of all equipment purchased.

It is the responsibility of the Purchasing Department to assure that procedures are compliant with applicable rules, laws, and standards in the purchase of all goods or services for The Harris Center

according to Texas Administrative Code (TAC), Texas Health and Human Services Commission (HHSC), Texas Grant Management Standards (TXGMS), Code of Federal Regulations (CFR), Purchasing Best Practices and standards set by the Chief Executive Officer.

### **3. APPLICABILITY/SCOPE:**

To be used by The Harris Center. This policy will allow departments agency-wide to function smoothly by providing needed materials and equipment, including servicing of all equipment purchased while operating at the highest standards of ethical conduct. This policy applies to all agency departments, and staff engaged in the process of securing goods or services on behalf of the agency.

### **4. PROCEDURES:**

- A. The Requisitioning and Purchasing of Goods and Services – **FM19B**
- B. The Requisitioning and Purchasing of Goods and/or Services Dollar Limit Threshold & Requirements – **FM20B**
- C. Guidelines for The Use of Contracts and Stand-Alone Purchase Orders

### **5. RELATED POLICIES/FORMS:**

Procedure: The Requisitioning and Purchasing of Goods and/or Services  
**FM19B**

Policy: The Requisitioning and Purchasing of Goods and/or Services  
**FM19A**

The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements  
**FM20B**

**Purchasing Card Policy**  
**FM12A**

**Purchasing Card Procedure**  
**FM12B**

### **6. REFERENCES: RULES/REGULATIONS/STANDARDS:**

- A. Texas Grant Management Standards (TXGMS)
- B. Texas Procurement and Contract Management Guide
- C. Federal Uniform Guidance, 2 C.F.R. Part 200
- D. Contracting and Delivery Procedures for Construction Projects, Texas Government Code Chapter 2269

- E. Purchasing: General Rules and Procedures, Texas Government Code Chapter 2155, Subchapter A
- F. Purchasing Methods, Texas Government Code Ch. 2156
- G. Purchasing: Purchase of Automated Information Systems, Texas Government Code Chapter 2157
- H. Purchasing: Miscellaneous Provisions for Purchase of Certain Goods and Services, Texas Government Code Chapter 2158
- I. Contract Management for Local Authorities, Title 25 Texas Administrative Code, Part 1, Chapter 412, Sub Chapter B
- J. Statewide Procurement and Support Services, Texas Administrative Code, Title 34, Part 1, Chapter 20
- K. Professional Services Procurement Act, Texas Government Code (TGC) Chapter 2254
- L. Historically Underutilized Businesses, Texas Government Code (TGC) Chapter 2161

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Steve Evans: Controller	01/2023
Initial Assignment	Nina Cook: Dir	01/2023

# **EXHIBIT G-7**

Status **Pending** PolicyStat ID **12880433**



Origination	10/2020	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	01/2023		
Next Review	1 year after approval		

## LD1A - Business Associate Policy

### 1. PURPOSE:

The purpose of this policy is to ensure The Harris Center executes Business Associate agreements in compliance with the relevant provisions of Health Insurance Portability and Accountability Act of 1996 (HIPAA), ~~as amended~~, to establish the permitted and required uses and disclosures of protected health information (PHI).

### 2. POLICY:

It is the policy of The Harris Center to enter into business associate agreements in compliance with the relevant provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended. The Business Associate ~~agreements~~ must sign the Business Associate agreement prior to performing any services on behalf of the Harris Center. The Harris Center shall comply with the federal requirements. The Business Associate must sign the Business Associate agreement prior to performing any services on behalf of the Harris Center. The Harris Center shall allow its business associates to create, receive, maintain, or transmit protected health information (PHI) on its behalf, if the Harris Center obtains satisfactory written assurance that the business associate will appropriately maintain the privacy and security of the PHI and fulfill HIPAA business associate obligations.

### 3. APPLICABILITY/SCOPE

All Harris Center programs, employees, volunteers, interns, contractors and business associates.

### 4. RELATED POLICIES/FORMS ~~(for reference~~

**only):**

Business Associate Agreement

## **5. PROCEDURES:**

NA

## **6. REFERENCES: RULES/REGULATIONS/ STANDARDS:**

Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. Parts 160 and 164

### Approval Signatures

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Initial Assignment	Shannon Fleming: Counsel	01/2023
Initial Assignment	Kendra Thomas: Counsel	12/2022

# **EXHIBIT G-8**

Status **Pending** PolicyStat ID **12432674**



Origination 12/1993  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 12/2022  
 Next Review 1 year after approval

Owner Toby Hicks  
 Area Human Resources  
 Document Type Agency Policy

## HR7A Employee Performance Evaluations

### 1. PURPOSE

The performance review policy outlines The Harris Center for Mental Health and IDD's ("The Harris Center") means to provide a formal review for every employee's performance through a collaborative effort, encouraging open communication across multiple levels of the agency.

### 2. POLICY

Each employee shall receive a regular, formal evaluation as it relates to established performance standards in their position description. The outcome of evaluations assists with potential rewards and recognition, communicating constructive feedback, setting professional growth goals, and determining development and training opportunities. Supervisors will evaluate job performance on an annual basis.

### 3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center for Mental Health and Intellectual and Developmental Disability including, both direct and contracted employees.

### 4. PROCEDURES

- A. Evaluation Timelines
- B. Evaluation Procedures

### 5. Related policies/Forms:

Employee Position Descriptions	PER:7
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Performance Evaluation

PER:22.001

## 6. References: Rules/Regulations/Standards

The Harris Center's Policy and Procedure Handbook

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	12/2022
Compliance Review	Anthony Robinson: VP	12/2022
Department Review	Joseph Gorczyca	12/2022
Initial Assignment	Toby Hicks	12/2022

# **EXHIBIT G-9**

Status **Pending** PolicyStat ID **11936827**

Origination	06/2019	Owner	Kia Walker: Chief Nursing Officer
Last Approved	N/A	Area	Medical Services
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	12/2022		
Next Review	1 year after approval		

## MED7A - Nursing Peer Review: Incident Based or Safe Harbor

### 1. PURPOSE

The Harris Center for Mental Health and IDD (The Harris Center) is committed to ensuring high quality ~~healthcare~~health care through the utilization of ~~Safe Harbor and the Peer Review processes~~the nursing peer review process. The process is one of fact-finding, analysis, and study of events by nurses in a climate of collegial problem solving focused on obtaining all relevant information about an event.

### 2. POLICY

The Nursing Peer Review Committee ("NPRC") shall evaluate nursing services, the qualifications of ~~any RN, LVN or APRN ("nurse"), the quality of patient care rendered by~~ a nurse, the quality of patient care rendered by nurses, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint ~~functioning as an employee~~. The NPRC may review the nursing practice of a LVN, consultant RN, or agent of The Harris Center APRN (RN with advanced practice authorization).

~~The Nursing Peer Review Committee shall also review any requests for Safe Harbor Nursing Peer Review when a nurse makes a good faith request for peer review of an assignment or conduct the nurse is requested to perform and the nurse believes could result in a violation of the Nurse Practice Act or Board rules.~~

The Nursing Peer Review Committee shall also convene if a nurse requests a safe harbor nursing peer review determination of whether the requested conduct or assignment violated the nurse's duty to a patient. The Harris Center's Nursing Peer Review Committee shall comply with state law and applicable

Board rules related to nursing peer review and safe harbor nursing peer review. [The NPRC is a subcommittee of the Professional Review Committee \("PRC"\).](#)

### 3. APPLICABILITY/SCOPE

The Harris Center for Mental Health and IDD [nurse employees and contractors.](#)

### 4. PROCEDURES

- Nursing Peer Review Procedure
- Safe Harbor Procedure

### 5. RELATED POLICIES/FORMS:

- Notice of Receipt of Report to Peer Review Committee
- Confidentiality Guidelines for Participants in Nursing Peer Review Process
- Detailed Summary of Peer Review Committee Findings
- Peer Review Committee's Final Report to Administration
- BON Safe Harbor Quick Request Form
- BON Comprehensive Written Request for Safe Harbor Nursing Peer Review
- Safe Harbor Request to Question the Medical Reasonableness of a Physician's Order

### 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Nursing Practice Act, Texas Occupations Code Chapter 301
- Nursing Peer Review, Texas Occupations Code Chapter 303
- Licensure, Peer Assistance and Practice, Title 22 Texas Administrative Code, §§217.19,

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#### Attachments

[BONComprehensiveWrittenRequestforSafeHarborNursingPeerReview.pdf](#)

[BONSafeHarborQuickRequestForm.pdf](#)

[BONSafeHarborResourcesforFacilities.pdf](#)

[SHNPR-Resource.pdf](#)

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	11/2022
Final Legal Review	Kendra Thomas: Counsel	11/2022
Initial Legal Review	Shannon Fleming: Counsel	11/2022
Compliance Review	Anthony Robinson: VP	11/2022
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	11/2022
Initial Assignment	Kia Walker: Chief Nursing Officer	10/2022

# **EXHIBIT G-10**

Status **Pending** PolicyStat ID **12859011**



Origination	11/2022	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
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Last Revised	01/2023		
Next Review	1 year after approval		

## HR32A Personal Relationships in the Workplace

### 1. PURPOSE:

The purpose of this policy is to communicate standards of acceptable behavior concerning personal relationships in the workplace, convey the Harris Center’s response to romantic or dating relationships and manage risks presented by romantic or dating relationships between employees, contractors, volunteers, and interns.

### 2. POLICY:

In order to minimize the risk of conflicts of interest and promote fairness, the Harris Center maintains the following policy in respect to romance and dating in the workplace:

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation). In addition, no employees working in the same department (or unit) shall have such a relationship. A department (or unit) is defined as a group of employees who report directly to the same supervisor. Any exceptions must be approved by the Chief Executive Officer.

### 3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center employees, interns, volunteers and contractors.

### 4. PROCEDURES:

Personal Relationships in the Workplace Procedure

## 5. RELATED POLICIES/FORMS ~~(for reference only)~~:::

Sexual Harassment Policy

Employee Handbook

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Employment Discrimination, Tex. Labor Code Ch. 21, Subchapter C-1

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2 et seq.

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
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Department Review	Joseph Gorczyca	01/2023
Initial Assignment	Toby Hicks	01/2023

# **EXHIBIT G-11**

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Owner	Steve Evans: Controller
Area	Fiscal Management
Document Type	Agency Policy

## FM17A Petty Cash

### 1. PURPOSE:

The purpose of this policy to provides Harris Center employee with guidelines for establishing, maintaining, and closing a petty cash fund.

### 2. POLICY:

The Harris Center authorizes to Departments the use of a petty **easecash** fund to expedite disbursements when other disbursement methods cannot be used. Petty cash funds can provide cash to local units to cover minor business-related expenses, such as reimbursement of staff members and visitors for small expenses such as taxi fares, postage, office supplies, petty expenditures (purchases). The following standards apply to the use of a petty cash fund:

- The petty cash fund must be in the custody of one person who will assume the operating responsibilities of the fund including safeguarding and reconciling the fund monthly.
- Petty cash funds are not to be used for cashing checks or funding short-term borrowings (I.O.U.'s).
- Agency funds are not to be disbursed on goods or services for personal consumption or use.
- The "Responsible Person" or the Agency's internal or external auditors may count the petty cash fund, at unannounced intervals. These cash counts should take place only in the presence of a second person: the custodian or, if necessary, another department representative designated by the custodian's supervisor.
- Theft or suspected irregularities involving petty cash should be reported directly and immediately to the **Agency's Auditor**Internal Audit Director.

- Petty cash fund may be created upon the written request of business unit manager following approval by Chief Financial ~~and Administrative~~ Officer
- The Controller may require the closing of a petty cash account if proper operating procedures are not followed.
- The sum total of all petty cash funds within the agency may not exceed \$15,000 combined.

### 3. APPLICABILITY/SCOPE

This policy applies to all Harris Center employees, interns, volunteers and contractors.

### 4. PROCEDURES

[LD4B Signature for Authorization](#)

### 5. RELATED POLICIES/FORMS ~~(for reference only)~~:

- [FM12A Purchasing Card Policy](#)
- [FM12B Purchasing Card Procedure](#)
- ~~BUS-F/B: 16.002~~-Petty Cash Reconciliation Form
- ~~BUS-F/B: 16.003~~-Log of Petty Cash Disbursements

### 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

#### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	12/2022
Legal Review	Kendra Thomas: Counsel	12/2022
Compliance Review	Anthony Robinson: VP	12/2022
Department Review	Steve Evans: Controller	12/2022
Initial Assignment	Steve Evans: Controller	09/2022

# **EXHIBIT G-12**

Status **Pending** PolicyStat ID **12961077**



Origination 11/2012  
 Last Approved N/A  
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Owner Anthony Robinson: VP  
 Area Environmental Management  
 Document Type Agency Policy

## EM5A Reporting Automobile Accidents

### 1. PURPOSE

To ensure all motor vehicular accidents are documented and reported.

### 2. POLICY

It is the policy of The Harris Center for Mental Health and IDD (Harris Center) that any accident involving a Harris Center vehicle, or personal vehicle used in the course and scope of Harris Center business shall be reported immediately upon discovery to the appropriate Harris Center personnel, the police and other law enforcement officials having jurisdiction.

### 3. APPLICABILITY/SCOPE

This policy applies to all All Harris Center Staff, contractors, volunteers and interns.

### ~~4. DEFINITIONS~~

N/A

### 5. PROCEDURES

- [EM4A Incident Reporting Procedures](#)

### 6. RELATED POLICIES/FORMS:

- Employee On-The-Job Inquiries and Illnesses [INC:3](#)

- Supervisor's Accident Report
- [Incident Reporting](#)

## 7. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- The Harris Center Policy and Procedure Handbook

### Approval Signatures

Step Description	Approver	Date
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Legal Review	Kendra Thomas: Counsel	01/2023
Department Review	Anthony Robinson: VP	01/2023
Initial Assignment	Anthony Robinson: VP	01/2023

# **EXHIBIT G-13**

Status **Pending** PolicyStat ID **11936824**



Origination	07/2021
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Owner	Sylvia Muzquiz-Drummond: VP
Area	Medical Services
Document Type	Agency Policy

## MED13A - Telehealth & Telemedicine Services

### 1. PURPOSE

The purpose of this policy is to articulate The Harris Center's intent to provide care without limitations to Harris County residents seeking treatment for mental health, IDD, substance use, physical health and related services; and, to ensure the implementation of standard policies and procedures for treating consumers via electronic telecommunications.

### 2. POLICY

The Harris Center considers telehealth and telemedicine a cost-effective adjunct to in-person care. Telehealth and telemedicine are service delivery modalities that permit the Harris Center to deliver care to patients according to the same standards of care that would apply to the provision of services in an in-person setting. The Harris Center must obtain patients informed consent prior to ~~the~~ providing telehealth and telemedicine services.

The goal of telehealth and telemedicine is to supplement face-to-face care and allows The Harris Center to expand its treatment programs. All clinicians involved in the delivery of care to patients through telehealth and/or telemedicine will adhere to all laws and related procedures. Telemedicine is provided under the clinical oversight of the Chief Medical Officer.

### 3. APPLICABILITY/SCOPE

This policy applies to all staff and contractors of The Harris Center.

## 4. PROCEDURES

[MED1B Medical Services](#)

## 5. RELATED POLICIES/FORMS ~~(for reference only):~~

None

[MED1A Medical Services](#)

[RR1P Compliance Plan FY23](#)

## 6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Telehealth, Tex. Occupations Code, [Subchapter J](#), §51.501
- Mental Health Telemedicine and Telehealth Services, [Title 3](#) Tex. Occupations Code Ch. 113
- ~~Purchased Services~~-Advanced Telecommunication Services, Title 1 Tex. Admin. Code ~~Ch~~[Chapter 354](#), ~~354~~, Subchapter A, [Division 33](#).
- Telemedicine, Title 22 Tex. Admin. Code, Chapter 174, ~~Subchapter A~~.
- [Mental Health Community Services Standards of Care](#)- Telemedicine Services, Title 26 Tex. Admin. Code ~~§~~, [Chapter 301](#), [Subchapter G](#), [Rule 301.359](#).

### Approval Signatures

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Management of Board Approval	Christopher Webb: Audit	Pending
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Initial Legal Review	Shannon Fleming: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	12/2022
Initial Assignment	Sylvia Muzquiz-Drummond: VP	12/2022

# **EXHIBIT G-14**

Status **Pending** PolicyStat ID **12354106**



Origination	01/2004	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	11/2022		
Next Review	1 year after approval		

## LD9A - Third Party Participation in Patient Services

### 1. PURPOSE:

The purpose of this policy is to promote and support patients' right to participation in treatment options and decisions about their behavioral ~~healthcare~~health care.

### 2. POLICY:

It is the policy of The Harris Center to support patients' right to consent to the presence and participation of legally authorized representatives, friends, relatives, and advocates in the provision of clinical services. The presence of an attorney or the agent of an attorney in any clinical activity, scheduled or unscheduled, must receive approval from the General Counsel, after consultation with the appropriate Chief Medical Officer or designee before such an event occurs.

### 3. APPLICABILITY/SCOPE

This policy applies to all Harris Center programs, employees, contractors and volunteers.

### 4. RELATED POLICIES/FORMS ~~(for reference only)~~:

### 5. REFERENCES: RULES/REGULATIONS/STANDARDS:

Protection of Clients and Staff-Mental Health Services, Rights of Persons Receiving Mental Health

Services- 25 Tex. Admin. Code, ~~Subchapter E~~, Rule 404.154, Subchapter E

## Approval Signatures

Step Description	Approver	Date
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Initial Assignment	Shannon Fleming: Counsel	11/2022
Initial Assignment	Kendra Thomas: Counsel	11/2022

# **EXHIBIT G-15**

Status **Pending** PolicyStat ID **12961076**



Origination 08/2019  
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Owner Shiela Oquin:  
 ExecAsst  
 Area Assessment,  
 Care & Continuity  
 Document Type Agency Policy

## ACC6A Trauma-Informed Practice

### 1. PURPOSE

The purpose of this procedure is to ensure services and programs are supportive of individuals that have experienced trauma and to avoid re-traumatization which is based in an understanding of the vulnerabilities or triggers of trauma survivors some traditional service delivery approaches may exacerbate.

### 2. POLICY

The Harris Center will create and maintain a safe and secure environment with supportive care, a system-wide understanding of trauma and its prevalence and impact, recovery and trauma specific services; and recovery-focused, consumer-driven services.

### 3. APPLICABILITY/SCOPE

The policy is applicable to all Harris Center staff, volunteers, interns and contractors.

### 4. RELATED POLICIES/FORMS:

NA

### 5. RELATED PROCEDURES:

[ACC6B Trauma-Informed Practice](#)

### 6. REFERENCES: RULES/REGULATIONS/

# STANDARDS:

- SAMHSA's National Center for Trauma-Informed Care (NCTIC) Website
- Trauma Informed CCBHC Criteria Guidelines
- CCBHC: Program Requirements 1-4
- CARF: Section 2. Subsection B., Screening and Access to Services

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Departmental Review	Keena Pace: Exec	01/2023
Initial Assignment	Shiela Oquin: ExecAsst	01/2023

# **EXHIBIT G-16**

Status **Pending** PolicyStat ID **12354104**

Origination	08/2018	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	01/2023		
Next Review	1 year after approval		

## HR28A - Work Force Reduction

### 1. PURPOSE

The purpose of this policy is to provide for an orderly and equitable transition in staffing when a work force reduction is necessary.

### 2. POLICY

As a result of budget constraints, business necessity, program redirections, or related justifications, administrative actions may be taken to reduce the number of budgeted positions and/or Agency employees. A key management concern will be to achieve targeted staffing levels in the least disruptive manner to the delivery of consumer services and affected employees. The Chief Executive Officer, working with the Board of Trustees, shall determine and approve programs, functions, or units to be discontinued or consolidated. It is the policy of The Harris Center [for Mental Health & Intellectual and Developmental Disability \(hereinafter "The Harris Center"\)](#) decisions regarding workforce reduction will be coordinated by the Chief Executive Officer, appropriate Division Chief, General Counsel and the Vice President of Human Resources.

### 3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center ~~for Mental Health & Intellectual and Developmental Disability (The Harris Center)~~ including, both direct and contracted employees.

### 4. PROCEDURES

#### A. Reduction Alternatives

- B. Workforce Reduction
- C. Veterans/Reservists
- D. Reduced Employee References

## ~~5. References:~~

~~Rules/Regulations/Standards~~

## 6. RELATED POLICIES

HR9A Employment

## 7. REFERENCES/ RULES/REGULATIONS/ STANDARDS

NA

### Approval Signatures

Step Description	Approver	Date
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CEO Approval	Wayne Young: Exec	01/2023
Legal Review	Kendra Thomas: Counsel	01/2023
Compliance Review	Anthony Robinson: VP	01/2023
Department Review	Joseph Gorczyca	12/2022
Initial Assignment	Toby Hicks	12/2022

# **EXHIBIT G-17**

**ABBREVIATION LIST**

46B Not Competent to stand trial HCJ

**A**

ACT Assertive Community Treatment  
 ADL Activities of Daily Living  
 AFDC Aid to Families with Dependent Children  
 ALF Assisted Living facility  
 ANSA Adult Needs and Strengths Assessment  
 AOT Assisted out-patient treatment

APS Adult Protective Services  
 ARC Association for Retarded Citizens  
 AUDIT-C Alcohol Use Disorders Identification Test

**B**

BABY CANS Baby Child Assessment needs (3-5 years)  
 BHO Behavioral Health Organization  
 BDSS Brief Bipolar Disorder Symptom Scale  
 BNSA Brief Negative Symptom Assessment

**C**

CANS Child and Adolescent Needs and Strengths  
 CAPES Child and Adolescent Psychiatric Emergency Services  
 CAPS Child and Adolescent Psychiatric Services  
 CARE Client Assessment and Registration  
 CARF Commission on Accreditation of Rehabilitation Facilities  
 CAS Child and Adolescent Services  
 CBCL Children's Behavioral Checklist  
 CBHN Community Behavioral Health Network  
 CBT Cognitive behavior therapy  
 CCBHC Certified Community Behavioral Health Clinic  
 CCR Clinical case review  
 CCSI Chronic Consumer Stabilization Initiative  
 CCU Crisis Counseling Unit  
 CHIP Children's Health Insurance Plan  
 CIDC Chronically Ill and Disabled Children  
 CIRT Crisis Intervention Response Team  
 CIWA Clinical Institute Withdrawal Assessment for Alcohol  
 CMAP Children's Medication Algorithm Project  
 CMBHS Clinical Management for Behavioral Health Services  
 CMS Centers for Medicare and Medicaid  
 COC Continuity of Care

<b>COD</b>	<b>Co-Occurring Disorders Unit</b>
<b>COPSD</b>	<b>Co-occurring Psychiatric and Substance Abuse Disorders</b>
<b>COR</b>	<b>Council on Recovery</b>
<b>CPEP</b>	<b>Comprehensive Psychiatric Emergency Programs</b>
<b>CPOSS</b>	<b>Charleston Psychiatric Outpatient Satisfaction Scale</b>
<b>CPS</b>	<b>Children's Protective Services</b>
<b>CRCG</b>	<b>Community Resource Coordination Group</b>
<b>CRU</b>	<b>Crisis Residential Unit</b>
<b>CSC</b>	<b>Community Service Center</b>
<b>CSCD</b>	<b>Community Supervision and corrections department</b>
<b>CSP</b>	<b>Community Support plan</b>
<b>CSU</b>	<b>Crisis Stabilization Unit</b>
<b>CYS</b>	<b>Community Youth Services</b>

**D**

<b>DFPS</b>	<b>Department of Family and Protective Services</b>
<b>DHHS</b>	<b>Department of Health and Human Services</b>
<b>DID</b>	<b>Determination of Intellectual Disability</b>
<b>DLA-20</b>	<b>Daily Living Activities-20 Item Version</b>
<b>DRB</b>	<b>Dangerousness review board</b>
<b>DSM-5</b>	<b>Diagnostic and Statistical Manual of Mental Disorders, 5<sup>th</sup> Edition</b>
<b>DSRIP</b>	<b>Delivery System Reform Incentive Payment Program</b>

**E**

<b>ECI</b>	<b>Early Childhood Intervention</b>
<b>EO</b>	<b>Early Onset</b>
<b>EPSDT</b>	<b>Early Periodic Screening Diagnosis and Treatment</b>

**F**

<b>FACT</b>	<b>Forensic Assertive Community Team</b>
<b>FF</b>	<b>Flex Funds</b>
<b>FSIQ</b>	<b>Full Scale Intelligence Quotient</b>
<b>FSPA</b>	<b>Jail -Forensic Single Portal</b>
<b>FTND</b>	<b>Fagerstrom Test for Nicotine Dependence</b>
<b>FY</b>	<b>Fiscal Year</b>

**G**

<b>GAF</b>	<b>Global Assessment of Functioning</b>
<b>GR.</b>	<b>General Revenue</b>

**H**

<b>HAM-A</b>	<b>Hamilton Rating Scale for Anxiety</b>
<b>HCJPD</b>	<b>Harris County Juvenile Probation Department</b>
<b>HCPC</b>	<b>Harris County Psychiatric Center</b>
<b>HCPI</b>	<b>Harris County Psychiatric Intervention</b>
<b>HCPS</b>	<b>Harris County Protective Services for Children and Adults</b>
<b>HCS</b>	<b>Home and Community Services</b>
<b>HCS-O</b>	<b>Home and Community Services – OBRA</b>
<b>HCSO</b>	<b>Harris County Sheriff's Office</b>
<b>HH</b>	<b>Harris Health System</b>
<b>HHS</b>	<b>Health Human Services</b>
<b>HHSC</b>	<b>Health and Human Services Commission</b>
<b>HMO</b>	<b>Health Maintenance Organization</b>
<b>HOT</b>	<b>Homeless Outreach Team</b>
<b>HPD</b>	<b>Houston Police Department</b>
<b>HRC</b>	<b>Houston Recovery Center</b>

**I**

<b>ICAP</b>	<b>Inventory for Client and Agency Planning</b>
<b>ICC</b>	<b>Interim Care Clinic</b>
<b>ICF-ID</b>	<b>Intermediate Care Facility for Intellectual Disability</b>
<b>IEP</b>	<b>Individual Education Plan</b>
<b>IFSP</b>	<b>Individual Family Support Plan</b>
<b>IHR</b>	<b>In Home Respite</b>
<b>IRG</b>	<b>Innovative Resource Group</b>
<b>IRP</b>	<b>Individualized recovery plan</b>

**J**

<b>JDC</b>	<b>Juvenile Detention Center</b>
<b>JJAEP</b>	<b>Juvenile Justice Alternative Education Program</b>
<b>JSS</b>	<b>Job Satisfaction Scale</b>

**K****L**

<b>LAR</b>	<b>Legislative Appropriations Request</b>
<b>LIDDA</b>	<b>Local IDD Authority</b>
<b>LMHA</b>	<b>Local Mental Health Authority</b>
<b>LOC</b>	<b>Level of Care – LOC A= Authorized and LOC R= Calculated</b>
<b>LOS</b>	<b>Length of Stay</b>
<b>LPHA</b>	<b>Licensed Professional of the Healing Arts</b>
<b>LSA</b>	<b>Local Service Area</b>

**M**

<b>MACRA</b>	<b>Medicare Access and CHIP Reauthorization Act</b>
<b>MAPS</b>	<b>Mental Retardation Adult Psychiatric Services</b>
<b>MBOW</b>	<b>Medicaid Managed Care Report (Business Objects)</b>
<b>MCO</b>	<b>Managed Care Organization</b>
<b>MCOT</b>	<b>Mobil Crisis Outreach Team</b>
<b>MCAS</b>	<b>Multnomah Community Assessment Scale</b>
<b>MDU</b>	<b>Multiple Disabilities Unit</b>
<b>MHW</b>	<b>Mental Health Warrant</b>
<b>MMPI-2</b>	<b>Minnesota Multiphasic Personality Inventory 2<sup>nd</sup> Edition</b>
<b>MoCA</b>	<b>Montreal Cognitive Assessment</b>
<b>MSU</b>	<b>Maximum security unit</b>

**N****N**

<b>NAMI</b>	<b>National Alliance for the Mentally Ill</b>
<b>NEO</b>	<b>New Employee Orientation</b>
<b>NGRI</b>	<b>Not Guilty for Reason of Insanity (46C)</b>
<b>NPC</b>	<b>Neuro-Psychiatric Center</b>
<b>NWCSC</b>	<b>Northwest Community Service Center</b>

**O**

<b>OSAR</b>	<b>Outreach Screening Assessment and Referral</b>
<b>OASS</b>	<b>Overt Agitation Severity Scale</b>
<b>OHR</b>	<b>Out of Home Respite</b>
<b>OVSOM</b>	<b>Office of Violent Sexual Offenders Management</b>

**P**

<b>PAP</b>	<b>Patient Assistance Program (for Prescriptions)</b>
<b>PASARR</b>	<b>Preadmission Screening and Annual Residential Review</b>
<b>PATH</b>	<b>Project to Assist in the Transition from Homelessness</b>
<b>PCH</b>	<b>Personal Care Home</b>
<b>PCM</b>	<b>Patient care monitoring</b>
<b>PDP</b>	<b>Person Directed Plan</b>
<b>PDSA</b>	<b>Plan-Do-Study-Act</b>
<b>PES</b>	<b>Psychiatric Emergency Services</b>
<b>PHCRU</b>	<b>Post Hospitalization Crisis Residential Unit</b>
<b>PHQ-9</b>	<b>Patient Health Questionnaire-9 Item Version</b>
<b>PHQ-A</b>	<b>Patient Health Questionnaire-9 Modified for Adolescents</b>
<b>PI</b>	<b>Performance Improvement</b>
<b>PIP</b>	<b>Performance Improvement Plan</b>
<b>PMAB</b>	<b>Prevention and Management of Aggressive Behavior</b>
<b>POC</b>	<b>Plan of Care</b>

PoC-IP Perceptions of Care-Inpatient  
 ProQOL Professional Quality of Life Scale  
 PSRS Positive Symptom Rating Scale  
 PSS Parent Satisfaction Scale

**Q**

QAIS Quality Assurance and Improvement System  
 QMHP Qualified Mental Health Professional  
 QI Quality Improvement  
 QIDS-C Quick Inventory of Depressive Symptomology-Clinician Rated

**R**

RC Rehab Coordination  
 ROI Release of Information  
 RM Recovery Manager  
 RTC Residential Treatment Center

**S**

SAM Service Authorization and Monitoring  
 SAMHSA Substance Abuse and Mental Health Services Administration  
 SC Service Coordination  
 SECSC Southeast Community Service Center  
 SEFRC Southeast Family Resource Center  
 SMAC Sequential Multiple Analysis tests  
 SMHF State mental health facility  
 SNF Skilled Nursing Facility  
 SP Service Package (SP1, etc)  
 SPA Single portal authority  
 SSLC State living facility  
 SWCSC Southwest Community Service Center  
 SWFRC Southwest Family Resource Center  
 SUD Substance Use Disorder

**T**

TAC Texas Administrative code  
 TANF Temporary Assistance for Needy Families  
 TCOOMMI Texas Correctional Office on Offenders with Medical or Mental Impairments  
 TDCJ Texas Department of Criminal Justice  
 THKC Texas Health Kids  
 THSteps Texas Health Steps  
 TIC Trauma informed Care  
 TMAP Texas Medication Algorithm Project

**TMHP** Texas Medicaid & Healthcare partnership  
**TJJD** Texas Juvenile Justice Department  
**TRR** Texas Resiliency and Recovery  
**TWC** Texas Workforce Commission

**U**  
**UR** Utilization Review

**V**  
**V-SSS** Visit-Specific Satisfaction Scale

**W**

**X**

**Y**