

Governance Committee Meeting

June 27, 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,
April 25, 2023
(*EXHIBIT G-1*)

IV. REVIEW AND TAKE ACTION

A. NEW POLICIES

1. Pregnant Workers and Accommodations
(*EXHIBIT G-2*)

B. NO CHANGES

1. Drug Free Workplace
(*EXHIBIT G-3*)

C. POLICY UPDATES/SUBSTANTIAL CHANGES

1. Closed Records Review Committee
(*EXHIBIT G-4*)
2. Development and Management for Mental health and IDD
Service Wait-Interest List
(*EXHIBIT G-5*)
3. Employee Referral Bonus Program
(*EXHIBIT G-6*)
4. Equal Employment Opportunity
(*EXHIBIT G-7*)
5. Guidelines for The Use of Purchase Orders for Goods and
Non-Community Services
(*EXHIBIT G-8*)
6. Improvement of Consumer Care Committee
(*EXHIBIT G-9*)
7. Infection Control Plan
(*EXHIBIT G-10*)
8. Inquires on Employees
(*EXHIBIT G-11*)
9. Lactation Breaks
(*EXHIBIT G-12*)
10. Medical Services
(*EXHIBIT G-13*)

11. Obligations to Identify Individuals or Entities Excluded from Participation in Federal Healthcare Programs
(EXHIBIT G-14)
12. Organizational Development
(EXHIBIT G-15)
13. Personal Property
(EXHIBIT G-16)
14. Pharmacy Services and Outpatient Prescription Purchase Plan
(EXHIBIT G-17)
15. Shift Differential
(EXHIBIT G-18)
16. Student Internship program
(EXHIBIT G-19)
17. Termination of General Revenue Contract Providers
(EXHIBIT G-20)
18. Transfers-Promotions-Demotions
(EXHIBIT G-21)

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.

• As authorized by § 551.074 of the Texas Government Code, mid-year performance evaluation of CEO and discussion of FY24-27 CEO performance objectives.

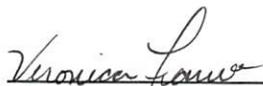
VI. RECONVENE INTO OPEN SESSION

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

VIII. INFORMATION ONLY

- A. Abbreviation List
(EXHIBIT G-22)

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, APRIL 25, 2023
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: Mr. Jim Lykes, Mr. G. Womack, Dr. G. Santos, Mr. S. Zakaria

Committee Member Absent: Mrs. N. Hurtado

Other Board Member Present: Dr. R. Gearing, Dr. L. Moore, Dr. M. Miller, Jr.

1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS

Mr. Jim Lykes designated Dr. R. Gearing, Dr. L. Moore and Dr. M. Miller, Jr. 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, March 28, 2023

MOTION: MOORE SECOND: ZAKARIA

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, March 28, 2023 EXHIBIT G-1 has been approved and recommended to the Full Board.

5. REVIEW AND TAKE ACTION

A. NEW POLICIES

1. Delegation in the absence of the Chief Executive Officer (CEO)

MOTION: MOORE SECOND: ZAKARIA

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Delegation in the absence of the Chief Executive Officer, EXHIBIT G-2 has been approved and recommended to the Full Board.

B. POLICY UPDATES/SUBSTANTIAL CHANGES

1. Infection Control Plan

MOTION: MOORE SECOND: ZAKARIA
Dr. Moore recommended the Harris Center add the transmission of airborne illnesses to the Infection Control Plan. The Motion passed with unanimous affirmative votes with the noted addition.

BE IT RESOLVED, Infection Control Plan, EXHIBIT G-3 has been approved and recommended to the Full Board.

2. Physician Assistant, Advanced Practice Registered Nurse, Pharmacist Delegation

MOTION: Dr. Santos moved the Harris Center table policy to allow the Board members to review the information provided related to clinical pharmacist specialist and collaborative drug therapy management with prescriptive authority and revisit the policy at the next Governance meeting.

SECOND: Dr. Gearing seconded the motion.

6. **EXECUTIVE SESSION** – There was no Executive Session.

7. **RECONVENED INTO OPEN SESSION**

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

9. **ADJOURN**

MOTION: GEARING SECOND: HELLUMS

The meeting was adjourned at 9:25 A.M.

Respectfully submitted,

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 **13156858**



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

Owner	Eunice Davis: Dir
Area	General Administration
Document Type	Agency Policy

GA10A Pregnant Workers and Accommodations

1. PURPOSE:

To ensure that temporary ~~and~~ reasonable accommodations are provided to pregnant job applicants and employees at the Harris Center for Mental Health and IDD (the Harris Center) as set forth under the Pregnant Workers Fairness Act (PWFA).

2. POLICY:

It is the policy of the Harris Center to provide a reasonable accommodation to ~~both a~~ **qualified** job applicant and ~~a qualified~~ employee's known limitations, related to pregnancy, childbirth, or related medical conditions unless providing the accommodation would impose an undue hardship on the Harris Center.

3. APPLICABILITY/SCOPE:

This policy applies to Harris Center employees ~~(including former employees) and applicants.~~

~~4. PROCEDURES:~~

~~Pregnant Workers and Accommodation Procedure~~

~~HR9B Employment~~

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

~~HR9A Employment Policy~~ [HR9A Employment Policy](#)

Pregnancy Accommodation Request Form

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Consolidated Appropriations Act, 2023, PL 117-328, Div. II Sec. 103

Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act of 1978, 42 U.S.C. sec. 2000e

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	06/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Initial Assignment	Eunice Davis: Dir	05/2023
Initial Assignment	Anthony Robinson: VP [CW]	05/2023

EXHIBIT G-3

Status **Pending** PolicyStat ID **13027596**



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

HR35A Drug Free Workplace

1. PURPOSE:

The purpose is for The Harris Center for Mental Health and Intellectual Developmental Disabilities (The Harris Center) to promote a safe, drug-free work environment for both Harris Center staff and the community we serve.

2. POLICY:

The Harris Center for Mental Health and Intellectual Developmental Disabilities (The Harris Center) to provide a drug-free workplace in compliance with Public Law 100-690, Title V, Subtitle D of the Drug-Free Work[place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance such as inhalants, illegal drugs or alcoholic beverages is prohibited on the premises of the The Harris Center or any of its facilities. Any Employee who violates this prohibition is subject disciplinary action up to and including termination under Center rules. All employees, as a condition of employment , must comply with this policy. Employees are prohibited from using or being under the influence of drugs and/or alcohol when providing services, representing The Harris Center, or performing any agency activities, except as prescribed by a physician.

3. APPLICABILITY/SCOPE:

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

~~4. PROCEDURES:~~

~~Drug-Free Workplace~~

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

~~HR4A dRUG/Alcohol Testing Pre-Employment~~ [HR4A Drug/Alcohol Testing Pre-Employment](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Drug-Free Workplace Act of 1988

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	02/2023

EXHIBIT G-4

Status **Pending** PolicyStat ID **11936830**



Origination	04/2008	Owner	Gertrude Leidich: Vice President Clinical Transformation and Quality
Last Approved	N/A	Area	Medical Services
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2023		
Next Review	1 year after approval		

MED16A - Closed Record Review Committee Policy

1. PURPOSE:

To provide clinical peer review of all deaths of the Harris Center's ~~patients~~consumers to ensure against inappropriate clinical care, and one that the clinical conforms to the highest quality standard of care ~~was appropriate and conforms to~~and the Harris Center's ~~patient care~~ policies and procedures ~~and the community standard of care.~~

2. POLICY:

It is the policy of ~~The~~the Harris Center to ensure that the deaths of all consumers ~~being~~ served in ~~The~~all Harris Center programs, including ~~all consumers served in The Harris Center~~ contracted placements, are peer reviewed. All contract providers ~~will be~~are responsible for adhering to the provisions of this policy and ~~procedure~~procedures. ~~The Harris Center's Closed Records Committee is responsible for the clinical peer review of all consumer deaths and making recommendations to the Chief Executive Officer, or designee, for the improvement of the Harris Center's service delivery system. The Closed Records Committee is a subcommittee of the Professional Review Committee (PRC).~~

The Harris Center's Closed Record Review Committee is responsible for the clinical peer review of all consumer deaths and making recommendations to the Chief Medical Officer for the improvement of the Harris Center's service delivery system. The Closed Record Review Committee is a subcommittee of the Professional Review Committee (PRC).

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by ~~The~~the Harris Center including, direct and contracted

employees.

4. PROCEDURES

- A. ~~Notification Upon the Death of an Individual Served~~
- B. ~~Administration Review~~
- C. ~~Record and Findings~~
- D. ~~Clinical Death Review~~
- E. ~~Other Programs~~

5. RELATED POLICIES/FORMS:

~~Incident Reporting INC.9~~

~~Consumer Closed Record Review COMM: 4.001~~ [EM4A Incident Reporting](#)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Deaths of ~~Persons~~ [Individuals](#) Served by ~~TXMHMR Facilities or~~ Community Mental Health & ~~Mental Retardation~~ Centers, Title 25 ~~Tex. Admin~~ [TEX. Code, Part 1, ADMIN. CODE](#). Chapter 405, Subchapter K.

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Final Legal Review	Kendra Thomas: Counsel	05/2023
Initial Legal Review	Shannon Fleming: Counsel	05/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	05/2023
Initial Assignment	Gertrude Leidich: Vice President Clinical Transformation and Quality	05/2023

EXHIBIT G-5

Status **Pending** PolicyStat ID **13417980**



Origination	02/2019	Owner	Keena Pace: Exec
Last Approved	N/A	Area	Assessment, Care & Continuity
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	06/2023		
Next Review	1 year after approval		

ACC4A Development and Management for Mental Health and IDD Service Wait/ Interest List

1. PURPOSE:

To define the policy, the development, and maintenance of waiting/Interest lists, when The Harris Center for Mental Health and IDD (The Harris Center) has reached or exceeded its capacity to provide services. This is in accordance with the Texas Health and Human Services Commission (HHSC) performance contracts and Texas Administrative Codes (TAC).

2. POLICY:

It is the policy of The Harris Center that the Executive Management Team review the capacity of The Harris Center's services and will approve the establishment of waiting/ Interest lists for Center services. These determinations will be consistent with HHSC requirements. The Board of Trustees will be informed at the first regular board meeting following the establishment of the waiting list.

3. APPLICABILITY/SCOPE:

The Harris Center programs.

4. PROCEDURES:

Mental Health

- Routine care services

- ~~Texas Resilience and Recovery (TRR) Waiting List Development~~
- ~~TRR Waiting List Maintenance~~

~~Intellectual or Developmental Disability (IDD)~~

- ~~Services and Supports~~
- ~~Home and Community Based Services (HCS) and Texas Home Living (TxHmL) interest lists Maintenance of the HCS and TxHmL interest lists~~
- ~~Requesting DADS to Change HCS or TxHmL Interest Lists Information~~

~~5. RELATED POLICIES/FORMS: RELATED POLICIES/FORMS:~~

ACC4B: Development and Management for Mental Health and IDD Service Wait/ Interest List

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

- Information Item R Texas Resilience and Recovery (TRR) Waiting List Maintenance Manual
- Mental Health Community Standards, 36 Tex. Admin. Code Chapter 301, Subchapter G
- Local Authority Responsibilities, 40 Tex. Admin. Code Ch. 2, Subchapter G
- HCS and TxHmL Interest List Manual effective January 1, 2015 HCS and TxHmL Interest List Maintenance Attachment J

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	04/2023
Legal Review	Kendra Thomas: Counsel	04/2023
Compliance Review	Anthony Robinson: VP	04/2023
Departmental Review	Keena Pace: Exec	04/2023
Initial Assignment	Keena Pace: Exec	04/2023

EXHIBIT G-6

Status **Pending** PolicyStat ID **13233629**



Origination 03/2001
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2023
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR8A Employee Referral Bonus Program

1. PURPOSE:

The purpose of The Harris Center for Mental Health and IDD (The Harris Center) employee referral bonus program is to have an internal recruiting incentive to encourage employees to refer qualified candidates within their networks for jobs at The Harris Center in an effort to reduce voluntary turnover and retain talent.

2. POLICY:

In appreciation to staff for assisting The Harris Center for attracting and recruiting qualified persons into The Harris Center workforce, employees who refer persons who become employees of The Harris Center for the first time shall be provided an Employee Referral Bonus subject to the terms of this policy and related procedures.

3. APPLICABILITY/SCOPE:

All The Harris Center employees and staff.

~~4. Related Policies and Forms~~

5. RELATED POLICIES/FORMS:

• Employee Handbook	
• Employee Referral Bonus Program Form	
• Employee Referral Bonus Eligible Position List	

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	05/2023
Initial Assignment	Toby Hicks	03/2023

EXHIBIT G-7

Status **Pending** PolicyStat ID **13233619**



Origination	03/1993	Owner	Toby Hicks
Last Approved	N/A	Area	Human Resources
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	06/2023		
Next Review	1 year after approval		

HR11A Equal Employment Opportunity

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 all terms and conditions of employment 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. As defined by law, sex includes gender identity, sexual orientation, and transgender status. Sexual orientation, gender identity, and transgender status will not have any influence on Harris Center employment decisions or opportunities.

The Harris Center strictly prohibits and does not tolerate discrimination against employees, applicants or any covered person because of the protected classes described above. All Harris Center employees are prohibited from engaging in unlawful discrimination.

Additionally, the Harris Center complies with the Americans with Disability Act (ADA), as amended by the ADA Amendments Act, the Texas Commission on Human Rights Act and all applicable state and local laws. Consistent with those requirements, The Harris Center will make reasonable accommodations for qualified individuals with a disability if such accommodation would allow the individual to perform the

essential functions of the job, unless doing so would result in an undue hardship to the Harris Center. Also, the Harris Center will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

3. APPLICABILITY /SCOPE:

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

~~4. Related Policies/Forms/Processes:~~

5. RELATED POLICIES/FORMS:

Employee Job Descriptions Transfers, Promotions, Demotions
Personnel Requisition Action Form
The Harris Center Application for Employment

- Creating a New Position
- Filling a New Position
- Filling a Vacant Position
- Changing a Current Position
- Posting of Vacancies
- Conditions of Employment

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

7. REFENCES: RULES/REGULATIONS/STANDARDS:

- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e to 2000e-17
- The Americans with Disabilities Act , as amended by the ADA Amendment Act, 42 U.S.C. §12101-12213
- The Age Discrimination in Employment Act, 29 U.S.C. §§621-634
- The Genetic Information Nondiscrimination Act, 42 U.S.C. §§2000ff-2000ff-11
- Uniformed Services Employment Reemployment Rights Act, 38 U.S.C. §4311
- Section 1981 Civil Rights Act of 1866, 42 U.S.C. §1981
- The Equal Pay Act, 29 U.S.C. §206(d)
- Immigration Reform and Control Act, Pub.L. No. 99-603, 100 Stat. 3359 (1986)
- Texas Commission on Human Rights Act, Tex. Lab. Code Ann. §§21.101, 21.106, 21.051, & 21.402
- Employment Discrimination for Participating in Emergency Evacuation, Tex. Lab. Code Ch. 22

- Texas Worker's Compensation Act. Tex. Lab. Code, Ch. 451
- Texas Military Forces, § 437.204

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Compliance Review	Anthony Robinson: VP	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	03/2023

EXHIBIT G-8

Status **Pending** PolicyStat ID **13437764**



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		

FM26A Guidelines for The Use of Purchase Orders for Goods and Non-Community Services

1. PURPOSE:

The purpose of this policy is to establish the use of purchase orders (PO) as a legally binding contract between the Harris Center and a business entity that obligates the business entity to provide goods or services in exchange for money or other consideration.

2. POLICY:

It is the policy of The Harris Center to promote effective, professional, and consistent procurement for the Harris Center in compliance with applicable local, state and federal laws. The Harris Center shall establish procedures related to the use of purchase orders to complete purchases of goods or non-community services.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center employees.

4. PROCEDURES:

~~FM19B--Requisitioning and Purchasing of Goods and Services Procedure~~

~~FM20B--The Requisitioning and Purchasing of Goods and/or Services Dollar Limit Threshold & Requirements Procedure~~

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

~~FM19A - Requisitioning and Purchasing of Goods and Services Policy~~ [FM19A - Requisitioning and Purchasing of Goods and Services Policy](#)

~~FM19B - Requisitioning and Purchasing of Goods and Services Procedure~~ [FM20A The Requisitioning and Purchasing of Goods and/ or Services Dollar Limit Threshold & Requirements Policy](#)

~~FM20 A - The Requisitioning and Purchasing of Goods and/ or Services Dollar Limit Threshold & Requirements Policy~~

~~FM20B - The Requisitioning and Purchasing of Goods and/ or Services Dollar Limit Threshold & Requirements Procedure~~

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Contracts Management for Local Authorities, 25 Tex. Admin. Code Ch. 412, Subchapter B

Contracts Management for Local Authorities, 40 Tex. Admin. Code Ch. 2, Subchapter B

Texas Grant Management Standards (TXGMS)

Code of Federal Regulation: 2 C.F.R. Part 200

Texas Government Code: Title 10, Subtitle D, Chapter 2155 - 2158 Purchasing General

Rules and Procedures, Subchapter A, General Provisions

Professional Services Procurement Act, Texas Government Code Chapter 2254

Texas Government Code Chapter 2269

Texas Health & Safety Code, Chapter 250, §§533.007, 533.035, 534.052, 534.055, 534.061, 534.065, and 534.066

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023

Legal Review	Kendra Thomas: Counsel	05/2023
Compliance Review	Anthony Robinson: VP	05/2023
Department Review	Steve Evans: Controller	05/2023
Initial Assignment	Nina Cook: Dir	04/2023

EXHIBIT G-9

Status **Pending** PolicyStat ID **13421426**

Origination 04/2008

Last Approved N/A

Effective Upon Approval

Last Revised 06/2023

Next Review 1 year after approval

Owner Lance Britt: Dir

Area Assessment, Care & Continuity

Document Type Agency Policy

ACC9A Improvement of Consumer Care Committees (ICC)

1. PURPOSE:

The Harris Center for Mental Health & IDD (The Harris Center) shall implement an improvement of consumer care monitoring process, which, using regularly scheduled interdisciplinary team meetings, reviews the clinical appropriateness of individual assessments and services provided, including consideration of individual preferences, responses, and outcomes.

The ICC process occurs on a monthly basis, or as otherwise scheduled, and involves the review of consumer records. The ICC will review a randomly selected set of records. The findings of each review are reported to the program director, the division medical director and may be posted in a share folder on The Harris Center intranet.

2. POLICY:

It is the policy of The Harris Center to implement an improvement of consumer care monitoring process.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center staff and programs.

4. PROCEDURES:

~~Section I: Review Teams and Selection of Records Review Process~~

~~Section II: Review Process~~

~~Section III: Documentation~~

~~Section IV: Related Policies and Procedures~~

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

~~Content of Patient/Individual Records HIM8A~~

[HIM8A Content of Patient/Individual Records](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

CARF BH Standards Manual Section 2H Quality Records Management

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	04/2023
Legal Review	Kendra Thomas: Counsel	04/2023
Compliance Review	Anthony Robinson: VP	04/2023
Departmental Review	Keena Pace: Exec	04/2023
Initial Assignment	Lance Britt: Dir	04/2023

EXHIBIT G-10

Status **Pending** PolicyStat ID **12253526**



Origination	09/2019
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2023
Next Review	1 year after approval

Owner	Vanessa Miller: Mgr
Area	Medical Services
Document Type	Agency Policy

MED19P Infection Control Plan/Airborne Precautions

1. PURPOSE:

The purpose of this procedure is to formalize and document the Infection Control Plan. The Infection Control Nurse Manager shall review and update the Plan annually. The Plan will comply with the Department of State Health Services (DSHS), Center for Disease Control (CDC), and Occupational Safety and Health Authority (OSHA) regulations. The Harris Center is committed to providing a safe and healthy workplace for all our employees.

~~The purpose of this procedure is to formalize and document the Infection Control Plan. The Infection Control Nurse Manager shall review and update the Plan annually. The Plan will comply with the Department of State Health Services (DSHS), Harris Center for Disease Control (CDC), and Occupational Safety and Health Authority (OSHA) regulations. The Harris Center is committed to providing a safe and healthy workplace for all our employees. The Harris Center has developed a COVID-19 Plan ("Covid Plan").~~ The Covid Plan includes policies and procedures aimed at minimizing the risk of transmission of COVID-19. The Covid Plan was developed and continuously adapted to stay compliant with local, state, and federal guidelines. The recommendations in this Plan are derived from analysis of current epidemiological and microbiologic information. This Plan assures that infection control education, preventative activities that occur within the Agency, and measures to address identified instances related to exposures, are responded to in an effective manner.

2. ~~APPLICABILITY/SCOPE:~~ APPLICABILITY/SCOPE:

The Harris Center for Mental Health and IDD employees and all volunteers and contractors.

3. ~~REGULATORY/REFERENCE~~ ~~DOCUMENTS:REGULATORY/REFERENCE~~ DOCUMENTS:

Control of Communicable Diseases, Title 25, TAC Part 1, Chapter 97, ~~and~~ Subchapter A
~~Communicable Disease Prevention and Control Act, Texas Health and Safety Code, Subchapter H,~~
~~§§81.301 et seq.~~
~~The Houston Department of Health and Human Services.~~

Bloodborne Pathogen Exposure Control Plan, Title 2. Texas Health and Safety Code, Subchapter H,
Section 81.301.

The Houston Department of Health and Human Services.

Association for Professionals in Infection Control and Epidemiology www.apic.org

Center for Disease Control, www.cdc.gov

Texas Department of State Health Service - www.dshs.state.tx.us

4. DEFINITIONS:

- **Communicable Disease:**
- An illness due to an infectious agent or its toxic products which is transmitted directly to a well person from an infected person or animal or indirectly through an intermediate plant or animal host, vector or the inanimate environment. Communicable diseases may spread by physical contact with an infected person, contact with a contaminated surface or object, bites from insects or animals capable of transmitting the disease and travel through the air. Bacteria, fungi, parasites and viruses may cause communicable diseases.
- **Airborne Precautions:**
- **Use Airborne Precautions for patients known or suspected to be infected with pathogens transmitted by the airborne route (e.g., tuberculosis, measles, chickenpox, disseminated herpes zoster).**

Source control: put a mask on the patient.

- **Ensure appropriate patient placement in an airborne infection isolation room (AIIR) constructed according to the Guideline for Isolation Precautions. In settings where Airborne Precautions cannot be implemented due to limited engineering resources, masking the patient and placing the patient in a private room with the door closed will reduce the likelihood of airborne transmission until the patient is either transferred to a facility with an AIIR or returned home.**
- **Restrict susceptible health care personnel from entering the room of patients known or suspected to have measles, chickenpox, disseminated zoster, or smallpox if other immune health care personnel are available.**

- Use personal protective equipment (PPE) appropriately**, including a fit-tested NIOSH-approved N95 or higher level respirator for health care personnel.
- **Limit transport and movement of patients** outside of the room to medically-necessary purposes. If transport or movement outside an AIIR is necessary, instruct patients to wear a surgical mask, if possible, and observe Respiratory Hygiene/Cough Etiquette. Health-care personnel transporting patients who are on Airborne Precautions do not need to wear a mask or respirator during transport if the patient is wearing a mask and infectious skin lesions are covered.
 - **Immunize susceptible persons as soon as possible following unprotected contact with vaccine-preventable infections (e.g., measles, varicella or smallpox).**
 - ~~Control of Infection occurs by~~ **Control of Infection occurs by:**
 1. Identifying consumers and/or staff with communicable or potentially communicable infections.
 2. Implementing appropriate Infection Control measures.
 3. Educating staff on Infection Control procedures and standards.
 4. Providing information to all departments related to managing on site Infection control issues.
 - **Disease Prevention:** The prevention of infection in staff and consumers occurs through:
 1. Dissemination of Infection Control guidelines.
 2. Ongoing updates of Infection control procedures and practices
 3. Monitoring of Infection Control practices within the Departments.
 - **Exposure:**
 1. Condition of being exposed to an infectious agent.
 - **Investigation and Surveillance Involves the following:**
 1. Systematic Data collection.
 2. Analysis of the data with determination of specific events to be monitored.
 3. Development and implementation of measurable quality improvement plans.
 4. Evaluation of the quality improvement plans.
 - **Reporting of infections occurs by:**
 1. Staff reporting possible exposures to infectious diseases.
 2. ~~Reporting of reportable diseases as required by DSHS (25TAC Part 1, Chapter 97, and Subchapter A), Governing Control of Communicable Diseases.~~ Reporting to the DSHS notifiable conditions

5. PROCEDURES:

- A. Disease Prevention occurs by the Infection Control Manager:
- B. Identifying consumers ~~and~~/or staff with communicable or potentially communicable infections.

- C. Implementing appropriate Infection Control measures.
- D. Partnering with local pharmacies to provide vaccine clinics to employees.
- E. Educating staff on Infection Control procedures, standards and continued updates.
- F. Providing information to all departments related to managing on-site Infection Control issues.
- G. Monitoring of Infection Control Practices within the Department
- H. Investigation and Surveillance Involves the following:
 - I. Systematic Data collection
 - J. Analysis of the data with a determination of specific events to be monitored.
 - K. Development and implementation of measurable quality improvement plans
 - L. Evaluation of quality improvement plans.
- M. Reporting of infections occurs by:
- N. Staff reporting possible exposures to infectious diseases.
- O. Reporting ~~of reportable diseases as required by~~ to the DSHS (notifiable conditions and isolates. Communicable Diseases. 25 TAC Part 1, Chapter 97, and Subchapter A), governing Control of Communicable Diseases

6. RELATED POLICIES/FORMS:

- ~~Infection Control Policy~~ MED2A Infection Control Policy and Prevention Policy
- Reportable Disease Form
- ~~Mask Procedure~~ EM10P Risk Management Plan

7. REFERENCES: RULES/REGULATIONS/STANDARDS

- ~~Association for Professionals in Infection Control and Epidemiology~~ www.apic.org
- ~~Center for Disease Control,~~ www.cdc.gov
- ~~Texas Department of State Health Service~~ www.dshs.state.tx.us

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023

Final Legal Review	Kendra Thomas: Counsel	05/2023
Initial Legal Review	Shannon Fleming: Counsel	05/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	05/2023
Initial Assignment	Vanessa Miller: Mgr	05/2023

EXHIBIT G-11

Status **Pending** PolicyStat ID **12434428**

Origination	03/2000
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2023
Next Review	1 year after approval

Owner	Toby Hicks
Area	Human Resources
Document Type	Agency Policy

HR12A Inquiries on Employees

1. PURPOSE:

The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) has a responsibility to maintain a system to protect current and former employees' employment records. The purpose of this policy is to ensure a consistent process throughout the agency concerning the release of employment information.

2. POLICY:

All inquiries regarding the employment information of current and former employees will be referred to ~~the~~an approved third-party vendor for official responses. In the event the third-party vendor is unable to provide the necessary documentation, then the inquiry will be sent to the Human Resources Department ~~of Human Resource Services for official responses~~for completion. These inquiries include, but is not limited to, reference checks on current or past employment, working hours, salary verifications, credit and collection inquiries, requests pertaining to any solicitation of employees or distribution of material to employees, and all other requests for information that may be part of an employee's employment record. This list is illustrative only and not exhaustive.

~~3. APPUCABILITY/SCOPE~~

4. APPLICABILITY/SCOPE:

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

5. PROCEDURE

~~Inquiries on Employees~~

6. References: Rules/Regulations/Standards

7. RELATED POLICIES/FORMS:

[HIM4A Information Security Policy](#)

8. REFERENCES: RULES/REGULATIONS/STANDARDS:

- The Harris Center's Policy and Procedure Handbook
- Restrictions on Blacklisting, Texas Labor Code §52.031
- Disclosure by Employer of Information Regarding Certain Employees or Former Employees, Texas Labor Code §103
- [Texas Public Information Act, Texas Government Code § 552](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	02/2023

EXHIBIT G-12

Status **Pending** PolicyStat ID **13131865**



Origination 06/2020

Last Approved N/A

Effective Upon Approval

Last Revised 06/2023

Next Review 1 year after approval

Owner Toby Hicks

Area Human Resources

Document Type Agency Policy

HR14A Lactation Breaks

1. PURPOSE:

To ensure employees at The Harris Center for Mental Health and IDD (The Harris Center) have ~~the opportunity~~ reasonable breaks to express breast milk at the workplace.

2. POLICY:

~~The Harris Center supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk. All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for the employee's child. The Harris Center encourages all eligible employees who intend to take breaks under this policy to notify their immediate supervisor of the frequency, timing and duration of lactation breaks they need to take.~~

~~The Harris Center has designated a lactation room at each of its administrative and program locations. Employees are encouraged to reserve the lactation room by contacting their immediate supervisor.~~

The Harris Center supports the right of nursing employees to receive break time to express breast milk and a private place, other than the bathroom, to pump at work. Under this policy, employees who are nursing may take reasonable breaks to express breast milk for up to one year period following the birth of the employee's child each time such employee has need to express breast milk. Employees who telecommute are eligible to take reasonable breaks to express breast milk like other employees.

Employees are encouraged to provide notice to their supervisor of their intent to take lactation breaks. The advance notice will give The Harris Center the time needed to create or designate the required space if the work location does not maintain a permanent space dedicated for use as a lactation room.

The space provided for use to express breast milk will be a quiet place, not a bathroom (even if private), and is shielded from view and free from intrusion from coworkers and the public. The room will be fitted with an electrical outlet for employees who use a pump that must be plugged in. The employee will have access to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment. Employees who telecommute will also be free from observation by any Harris Center provided or required video system, including computer camera, security camera or web conferencing platform.

The employee will have access to cool refrigeration for storage of the employees expressed breast milk. Employees storing milk in the refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. If the employee decides to store the milk in their own cooler, they may do so, and the Harris Center will provide a space to store the cooler and their supplies.

Employees are encouraged to reserve the lactation room at their respective program locations with their supervisor. The supervisor will share the information only on an as needed basis, such as with facilities personnel that may be charged with creating the required space. When an employee is using break time at work to express breast milk they either must be completely relieved from duty or must be paid for the break time. Employees who are provided paid breaks and use such break times to express breast milk shall be compensated in the same way that other employees are compensated for their break time.

The Harris Center may not suspend, discipline, intimidate, retaliate, or terminate the employment of, or otherwise discriminate, against an employee for requesting or taking lactation breaks or for filing a complaint for violation of this policy. If an employee feels they are subject to any conduct that they believe violates this policy, ~~the Fair Labor Standards Act or applicable state or local law~~ they should promptly contact the Human Resource Department.

The Human Resource Department is responsible for the administration of this policy. They will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate.

3. APPLICABILITY/SCOPE:

All The Harris Center employees.

~~4. References: Rules/Regulations/Standards~~

5. RELATED POLICIES/FORMS:

NA

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Fair Labor Standards Act of 1938, 29 U.S.C. §207(r)
- Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act of

1978, 42 U.S.C. §2000e

- Right to Express Breast Milk in the Workplace, Texas Government Code Chapter 619
- [H.R.3110 - Pump for Nursing Mothers Act. 117th Congress \(2021-2022\)](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Compliance Review	Anthony Robinson: VP	04/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	03/2023

EXHIBIT G-13

Status **Pending** PolicyStat ID **13574585**



Origination	10/1992
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2023
Next Review	1 year after approval

Owner	Jennifer Evans
Area	Medical Services
Document Type	Agency Policy

MED1A Medical Services

1. PURPOSE:

To document The Harris Center's expectation for Psychiatrists and related Clinical staff in the assessment and clinical treatment of the Harris Center's patients.

2. POLICY:

It is the policy of The Harris Center that psychiatric services provided to a patient by The Harris Center are the treatment responsibility of the prescribing physician and any resident physicians, physician extenders, APRNs ~~or~~, PAs, or clinical pharmacy specialists working under the supervision of the treating physician.

All psychiatric and medical services developed and implemented within the Harris Center are the responsibility of the Chief Medical Officer (CMO) and the Vice Presidents of Medical Services, all of whom are psychiatrists. The CMO shall ensure that all services are in compliance with acceptable medical standards, agency procedures and policies, as well as state rules, and regulations. The medical procedures of The Harris Center are reviewed with the CEO. Compliance with this is monitored by the Compliance Department of The Harris Center in conjunction with the Harris Center's Pharmacy and Therapeutics Committee, Professional Practice Evaluation Committee, Medical Peer Review Committee, Nursing Peer Review Committee, Incident Reports, Patient System Quality, Safety and Experience Committee, Professional Review Committee, and the Vice Presidents of Medical Services via concurrent patient record review process.

3. APPLICABILITY/SCOPE:

All Harris Center programs and clinical services.

4. PROCEDURES

- A. Medication Reviews/Consultation
- B. MED 1B Medical Services
- C. Administration of Medication to Patient
- D. Medication Errors
- E. Patient Consent, Information, and Education

5. RELATED POLICIES/FORMS:

<ul style="list-style-type: none"> • Behavior Supports
<ul style="list-style-type: none"> • Abnormal Involuntary Movement Scale
<ul style="list-style-type: none"> • Request to Continue/Discontinue Neuroleptic Medication for Patients with Abnormal Involuntary Movements (English) & (Spanish)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Role and Responsibilities of a Local Authority, 40 Tex. Admin. Code, Part I, Ch. 2, Subchapter G
- Mental Health Community Services Standards- Standards of Care, 26 Tex. Admin. Code, Part 1, Ch. 301, Subchapter G, Division 3
- Provider Clinical Responsibilities - Mental Health Services, 25 Tex. Admin. Code, Part 1, Chapter 415
- Consent to Treatment with Psychoactive Medication- Mental Health Services, 25 Tex. Admin. Code, Part 1, Ch. 414, Subchapter I
- Use and Maintenance of the HHSC Psychiatric Drug Formulary, 26 Tex. Admin. Code, Part 1, Chapter 306, Subchapter G

Approval Signatures

Step Description	Approver	Date
------------------	----------	------

Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Final Legal Review	Kendra Thomas: Counsel	05/2023
Initial Legal Review	Shannon Fleming: Counsel	05/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	05/2023
Initial Assignment	Jennifer Evans	05/2023

EXHIBIT G-14

Status **Pending** PolicyStat ID **12434432**



Origination 01/2012

Last Approved N/A

Effective Upon Approval

Last Revised 05/2023

Next Review 1 year after approval

Owner Toby Hicks

Area Human Resources

Document Type Agency Policy

HR16A Obligation to Identify individuals or Entities Excluded from Participation in Federal Healthcare Program

1. PURPOSE:

The purpose of this policy is to establish guidelines, which ~~inhibit~~ prevent The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) from employing an individual or entity that has been excluded from federally funded health care programs. The guidelines set in place by this policy ensures the integrity and accountability as it relates to The Health & Human Services Department-Office of Inspector General (HHSC-OIG)

2. POLICY:

It is the policy of The Harris Center for Mental Health and Intellectual and Developmental Disability ("The Harris Center") to comply with state and federal rules ~~-Social Security Act, 42 U to protect the interests of patients and the Harris Center. S.C. 1320a-7, Section 1128-~~

The Harris Center shall conduct both State and Federal List of Excluded Individuals/Entities (~~LEI-ELEIE~~) ~~sea-rehes~~ searches prior to hire and monthly on all existing employees, interns, contractors, volunteers and entities.

3. APPLICABILITY/SCOPE:

All staff employed by The Harris Center including, direct hire, contractors, volunteers, interns and entities. Candidates for hire and contracted entities whom are excluded are considered ineligible for employment or providing services with The Harris Center and will **NOT** be offered a position.

4. RELATED POLICIES:

[HR9A Employment](#)

5. References: Rules/Regulations/Standards:

Social Security Act 42 U.S.C.A.1320a-7

[Barring Vendor from Participation in State Contracts, Tex. Government Code §2155.077](#)

[Debarment, 34 Tex. Admin. Code Ch. 20, Subchapter G](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	02/2023

EXHIBIT G-15

Status **Pending** PolicyStat ID **12354108**



Origination 09/2020
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2023
 Next Review 1 year after approval

Owner Ninfa Escobar:
 Dir
 Area Human Resources
 Document Type Agency Policy

HR17A Organizational Development

1. PURPOSE:

To establish a uniform policy for the training and professional development of all employees, volunteers, interns, and contractors.

2. POLICY:

It is the policy of The Harris Center to ensure its workforce, volunteers, interns, and contractors receive and maintain job-specific, competency training as required by federal and state regulations and laws, accreditation standards, licensing boards, and other contract specifications.

3. APPLICABILITY/SCOPE:

All Harris Center employees, contractors, volunteers, and interns.

~~4. PROCEDURES~~

~~ST/D:3 Organizational Development~~

5. RELATED POLICIES/FORMS:

[HR15A Licensure, Certification, and Registration](#)

[MED36A Credentialing Policy](#)

NEO Training Checklist

Training Requirements Grid

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- CCBHC I.c.2 - Cultural Competence and Other Training
- [CARF 1.I. Workforce Development and Management](#)
- HIPAA Security and Privacy Rule, 45 CFR § 164.308; 45 CFR § 164.530
- IDD-BH Contractor Administrative Functions, 26 Tex. Admin. Code Ch. 301, Subchapter G, §301.331
- Behavioral Health Delivery System, 26 Tex. Admin Code Ch. 306, Subchapter F, §306.273, §306.325
- Service Coordination for Individuals with an Intellectual Disability, Title 40 Texas Administrative Code Part 1, Chapter 2, Subchapter L, §2.560

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	05/2023
Initial Assignment	Ninfa Escobar: Dir	04/2023

EXHIBIT G-16

Status **Pending** PolicyStat ID **13029806**

Origination	02/2022	Owner	Lance Britt: Dir
Last Approved	N/A	Area	Assessment, Care & Continuity
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	05/2023		
Next Review	1 year after approval		

ACC14A Personal Property

1. PURPOSE:

The purpose of this policy is to establish guidelines relating to the handling of excluded or allowable personal items brought into programs by both employees and visitors.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (“Harris Center”) to exclude all weapons, illegal drugs, and tobacco products from the premises of all Harris Center facilities and authorized program locations to the maximum extent allowable by law. Items including legal drugs and prescription medications are allowable based on regulations and laws governing transport and storage.

The Harris Center for Mental Health and IDD will post a list of excluded items in a visible location in all facilities. Storage for items will be provided based upon setting as described in the Personal Property procedure.

Excluded items include:

- A. “Weapon(s)” include handguns, firearms, clubs, location-restricted knives, “prohibited weapons” defined in §46.05 of the Texas Penal Code, and all items or objects that have no specific purpose or relationship to the treatment of a patient and (i) may be presented as a weapon; or (ii) may be reasonably foreseen or expected to be used as a weapon.
- B. “Illegal drugs” include street drugs, alcohol (if under the legal drinking age), and drug paraphernalia.
- C. “Tobacco products” include cigarettes, cigars, chewing tobacco, and electronic cigarettes.

Allowable items include:

- A. "Legal drugs" include prescription medications, over-the-counter drugs, vitamins, and herbs.

3. APPLICABILITY/SCOPE:

All Harris Center employees, contractors, volunteers, and visitors.

~~4. PROCEDURES:~~

~~1. [Personal Property](#)~~

~~2. [Managing Patient Property Inpatient](#)~~

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

~~[EM4A Incident Reporting](#)~~

~~Statement of Weapon Confiscation [INC: 5.001](#)~~

~~[Online Incident Report INC: 9.001](#)~~

~~[Prevention and Management of Aggressive Behavior ST/D: 7](#)[MED3A Least Restrictive Interventions and Management of Aggressive Behavior](#)~~

~~MH Outpatient Property Management [Form](#)~~

~~Neuropsychiatric Center Patient Property Management [10.31 Form](#)~~

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

The Harris Center's Policy and Procedure Handbook

Texas Penal Code – Sections 46.01, 46.02, 46.03, 46.05, 46.15, 30.06, and 30.07.

License to Carry a Handgun, Texas Government Code – Chapter 411, Subchapter H

Restrictions on Prohibiting Employee Transportation or Storage of Certain Firearms or Ammunition-

Texas Labor Code – Chapter 52, Sub-chapter G

Texas Controlled Substances ACT- Title 6, Subtitle C, Chapter 481, Sub-chapter A.

CARF: Section 2. Subsection A., General Program Standards

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Departmental Review	Keena Pace: Exec	02/2023
Initial Assignment	Lance Britt: Dir	02/2023

EXHIBIT G-17

Status **Pending** PolicyStat ID **12714275**



Origination	06/2008
Last Approved	N/A
Effective	Upon Approval
Last Revised	05/2023
Next Review	1 year after approval

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

MED20A Pharmacy Services and Outpatient Prescription Purchase Plan

1. PURPOSE

To provide pharmaceutical services to Harris Center patients via Harris Center or contractual pharmacies.

2. POLICY

It is the goal of ~~The~~the Harris Center to ensure all consumers in need of ~~psychoactive~~"all medications" or "psychoactive and other medications" receive those medications ~~receive those medications~~. To this end, The Harris Center shall maintain pharmacy services, which will be available either at Harris Center program sites or through contractual agreements. The Harris Center Pharmacies shall be licensed by the Texas State Board of Pharmacy and shall operate in accordance with all applicable state and federal laws. A licensed pharmacist will staff the Harris Center Pharmacies. Medication prescribed by an Agency or contract prescriber will be provided to the consumer at a cost based upon the consumer's ability to pay.

The Harris Center pharmacy program will primarily dispense prescriptions written by ~~The~~the Harris Center prescribers or contractual prescribers based on ~~The~~the Harris Center Formulary(s).

3. APPLICABILITY/SCOPE

The Harris Center Pharmacies and contracted pharmacies

4. PROCEDURES

- A. Prescriptions
- B. Filling and Dispensing Prescriptions
- C. Prescription Purchase Plan

5. RELATED POLICIES/FORMS:

The Harris Center Fee Manual
 Harris Center Prescription Form PHAR: 2.001

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

[General Provisions. Pharmacy and Pharmacists, Title 3. Tex. Occ. Code, Subtitle J, Chapters 551-569](#)

[Administrative Practice and Procedures, Title 22. Tex. Admin. Code, Chapters 281-315](#)

[Texas Food, Drug, and Cosmetic Act, Title 6. Tex. Health & Safety Code, Chapters 431-486](#)

~~Texas State Board of Pharmacy Laws and Regulations~~
 CARF Section 2E

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Final Legal Review	Kendra Thomas: Counsel	05/2023
Initial Legal Review	Shannon Fleming: Counsel	05/2023
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	04/2023
Initial Assignment	Tanya White: Mgr	04/2023

EXHIBIT G-18

Status **Pending** PolicyStat ID **13233623**



Origination 08/2000
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2023
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR23A Shift Differential

1. PURPOSE:

The purpose of this policy is to provide guidance about shift differentials and to ensure consistent salary treatment for eligible employees.

2. POLICY:

As a mechanism to meet the prevailing wages, The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) **may** pay a shift differential to employees assigned to regular duties an evening, night, and/or weekend shifts, or any other division of a regular day.

The justification for approval of shift differential must be prepared by the Department Head, approved by the appropriate operational Vice President or Chief and the Vice President of Human Resources, on a program by program basis. Additional approvals may be required.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center.

4. PROCEDURES

- [Shift Differential](#)
- [Shift Designations](#)
- [Shift Changes](#)
- [Time Record](#)

- ~~Payment for Shift Differential~~

~~5. Related policies/Forms:~~

6. RELATED POLICIES/FORMS:

Shift Differential Time Sheet PER:20-001

~~7. References: Rules/Regulations/Standards~~

8. REFERENCES: RULES/REGULATIONS/STANDARDS:

- The Harris Center's Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	05/2023
Initial Assignment	Toby Hicks	04/2023

EXHIBIT G-19

Status **Pending** PolicyStat ID **13233626**



Origination 10/2020
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2023
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR24A Student Internship Program

1. PURPOSE:

To establish guidelines for recruitment, selection, assignment, evaluation and separation of The Harris Center for Mental Health and Intellectual Developmental Disabilities' (The Harris Center) student interns. The Harris Center student interns are individuals pursuing a higher level of education through practicum, internship, or field experience by providing service to the agency and do not receive compensation in return.

2. POLICY:

The Harris Center for Mental Health and IDD will provide students of various disciplines the opportunity to enhance their educational experience through field experience, internship, or practicum within the agency. The agency will coordinate with accredited schools and universities in providing such placement within the administrative and clinical programs. These experiences should be beneficial to the students, people we serve, and the agency.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center and all students who are completing field placements/internships at The Harris Center.

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

- [Drug Alcohol Testing Pre-Employment](#)

5. PROCEDURES:

N/A

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- The Harris Center's Policy and Procedures
- The Harris Center Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Compliance Review	Anthony Robinson: VP	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	03/2023

EXHIBIT G-20

Status **Pending** PolicyStat ID **13029801**



Origination	05/2005	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	04/2023		
Next Review	1 year after approval		

LD8A - Termination of General Revenue Contract Providers with Harris Center-IDD Services

1. PURPOSE:

The purpose of this policy is to protect the interests of The Harris Center and the health and safety of individuals served.

2. POLICY:

The Harris Center shall ensure that vendors and contractors suspended or debarred by the state or federal government are not awarded contracts with the Harris Center. When a vendor or contractor is suspended or debarred, the Harris Center shall terminate its contracts with debarred vendors and contracts as soon as possible, considering such factors as a need to procure replacement goods and services for an alternate vendor. Suspended or Debarred vendors are prohibited from participating in a procurement process or otherwise make offers to receive a contract or subcontract.

The Harris Center shall remove funded individuals served and suspend referrals to General Revenue ("GR") contractors and vendors who are notified by a licensing entity that they have been recommended for decertification. ~~In the event that the provider files an appeal, the~~The Harris Center ~~will defer action on the status of the contract until there is a determination on the appeal. If the contract provider does not file an appeal within (15) days of notice of recommendation to decertify, or the appeal is denied by the licensing entity, the Harris Center may~~shall initiate termination of the general revenue contract. In the event that the appeal is upheld, referrals and consumer choice may be reinstated after review and approval by Vice President of Intellectual and Developmental Disabilities.

3. APPLICABILITY/SCOPE:

This policy applies to all [contractors and vendors who sell goods and services to the Harris Center programs, contractors, and vendors who receive GR funding.](#)

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

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Debarment, ~~title~~-34 Tex. Admin. Code Chapter 20, Subchapter G
- Contract Management for Local Authorities, Title 40 Tex. Admin. Code Chapter 2, Subchapter B
- ~~ICF/ID Programs--Contracting for Community Services, Title~~ 40 Tex. Admin. Code Chapter ~~49~~6, ~~Subcontractor~~Subchapter B.
- [Contracting for Community Services, Title 40 Tex. Admin. Code Chapter 49, Subchapter B](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	04/2023
Legal Review	Kendra Thomas: Counsel	04/2023
Compliance Review	Anthony Robinson: VP	04/2023
Initial Assignment	Shannon Fleming: Counsel	03/2023
Initial Assignment	Kendra Thomas: Counsel	03/2023

EXHIBIT G-21

Status **Pending** PolicyStat ID **13233631**



Origination 03/1995
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2023
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR26A Transfers - Promotions - Demotions

1. PURPOSE:

The purpose of this policy is to develop, mobilize, and retain staff of the highest quality. The Harris Center provides equal opportunities for the recruitment, professional growth, and advancement of all employees while providing guidelines for employee promotion, transfer and demotion.

2. POLICY:

Any transfer, promotion, or demotion will be based on documented evidence of the employee's job qualifications and performance.

3. APPLICABILITY/SCOPE:

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

4. ~~Related policies/Forms:~~

5. RELATED POLICIES/FORMS:

<ul style="list-style-type: none"> • PER:15 Transfers - Promotions - Demotions <u>Transfers - Promotions - Demotions</u> • Personnel Action Form
<ul style="list-style-type: none"> • Transfer Application
<ul style="list-style-type: none"> • Referral for Hire Form

6. ~~References:~~

~~Rules/Regulations/Standards~~

7. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Employment ~~PER:2~~
- The Harris Center's Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	05/2023
Legal Review	Kendra Thomas: Counsel	05/2023
Department Review	Joseph Gorczyca	04/2023
Initial Assignment	Toby Hicks	03/2023

EXHIBIT G-22

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

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

D

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

E

ECI	Early Childhood Intervention
EO	Early Onset
EPSDT	Early Periodic Screening Diagnosis and Treatment

F

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

G

GAF	Global Assessment of Functioning
GR.	General Revenue

H

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

I

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

J

JDC	Juvenile Detention Center
JJAEP	Juvenile Justice Alternative Education Program
JSS	Job Satisfaction Scale

K**L**

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

M

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

N

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

O

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

P

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

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