



The Harris Center for Mental Health and IDD  
9401 Southwest Freeway Houston, TX 77074  
Board Room #109

**Governance Committee Meeting**

April 16, 2024

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,  
March 19, 2024  
(EXHIBIT G-1)

**IV. REVIEW AND COMMENT**

A. No Changes

1. Burglaries or Thefts  
(EXHIBIT G-2)
2. Business Associate  
(EXHIBIT G-3)
3. Compliance Program  
(EXHIBIT G-4)
4. Emergency Medical Care for Consumers, Employees and  
Volunteers  
(EXHIBIT G-5)
5. Incident Reporting  
(EXHIBIT G-6)
6. Infection Control and Prevention  
(EXHIBIT G-7)
7. Linguistic Competence Service  
(EXHIBIT G-8)
8. Lobbying  
(EXHIBIT G-9)
9. Management of Legal Documents and Litigation  
(EXHIBIT G-10)
10. Narcan Policy  
(EXHIBIT G-11)
11. Nursing Peer Review Incident Based or Safe Harbor  
(EXHIBIT G-12)
12. Referral, Transition and Discharge  
(EXHIBIT G-13)
13. Religious Accommodations  
(EXHIBIT G-14)
14. Social Media Use

(EXHIBIT G-15)

15. State Service Contract Monitoring and Performance Monitoring  
(EXHIBIT G-16)

16. Telehealth and Telemedicine Services  
(EXHIBIT G-17)

17. The Development and Maintenance of Center Policies  
(EXHIBIT G-18)

18. Third Part Participation in Patient Services  
(EXHIBIT G-19)

19. Trauma Informed Practice  
(EXHIBIT G-20)

20. Utilization of Security Officer Services  
(EXHIBIT G-21)

B. Minor Changes

1. Credentialing  
(EXHIBIT G-22)

#### V. REVIEW AND TAKE ACTION

A. Employee Committee  
(Joseph Gorzyca)

#### VI. EXECUTIVE SESSION

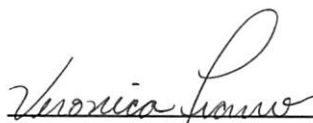
• As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

• In accordance with §551.071 of the Texas Government Code, consultation with attorney on a matter related to the legal requirements of the Texas Open Meetings Act. Kendra Thomas, General Counsel.

#### VII. RECONVENE INTO OPEN SESSION

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

#### 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, MARCH 19, 2024  
MINUTES**

**CALL TO ORDER**

Mr. Jim Lykes, Chairman called the meeting to order at 8:30 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. J. Lykes Dr. R. Gearing, Dr. G. Santos,  
Mr. G. Womack, Dr. M. Miller, Jr.

Committee Member Absent: Mrs. N. Hurtado

Other Board Member Present: Dr. L. Moore, Mrs. B. Hellums, Dr. L. Fernandez

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

Dr. J. Lykes designated Dr. L. Moore, Dr. M. Miller, Jr. and Mrs. B. Hellums as voting members of the committee.

**2. DECLARATION OF QUORUM**

The meeting was called to order at 8:30 a.m.

**3. PUBLIC COMMENTS**

Public Comments were made by Seth Hutchinson regarding the desire of some Harris Center employees to form a union and requested the adoption of the consultation policy.

**4. APPROVAL OF MINUTES**

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday,  
January 23, 2024

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

**BE IT RESOLVED**, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, January 23, 2024 EXHIBIT G-1 has been approved and recommended to the Full Board.

**5. REVIEW AND TAKE ACTION**

**A. Representation Policy**

**MOTION: Dr. Santos motioned to table the agenda item until they have answers to questions about it and the Harris Center draft a policy for an Employee Council that is inclusive of all employees.**

**SECOND: Dr. Gearing seconded the motion.**

**ABSTENTIONS: Mr. Womack and Dr. Moore  
The Motion passed with majority affirmative votes**

**6. EXECUTIVE SESSION –No Executive Session was needed.**

**7. RECONVENED INTO OPEN SESSION AT 9:12 AM**

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

**9. ADJOURN**

**MOTION: SANTOS                      SECOND: HELLUMS**

**The meeting was adjourned at 9:12 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 **15055287**



Origination 06/2013  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 04/2024  
 Next Review 1 year after approval

Owner Kendra Thomas:  
 Counsel  
 Area Environmental  
 Management  
 Document Type Agency Policy

## EM.A.3 Burglaries or Thefts

### 1. PURPOSE:

To ensure documentation, tracking, and reporting of lost or stolen property.

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD "The Harris Center" that all burglaries, thefts, or losses of The Harris Center property shall be reported immediately upon discovery to the local police and/or to the appropriate personnel at The Harris Center. Property losses shall be reviewed to determine negligence, including the degree of financial responsibility for the loss.

### 3. APPLICABILITY/SCOPE:

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

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

### 5. PROCEDURES:

- [Reporting Procedures](#)
- [Recovery of Lost Property](#)

[Incident Reporting](#)

[Off-Premises Equipment Usage](#)

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

- [Off-Premises Equipment Usage](#)
- [Incident Reporting](#)
- [Equipment Disposal Report](#)
- [The Harris Center Property Authorization for Employee Use Form](#)
- [The Harris Center Policy and Procedure Handbook](#)

[Equipment Disposal Report](#)

[The Harris Center Property Authorization for Employee Use Form](#)

[The Harris Center Policy and Procedure Handbook](#)

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024



# **EXHIBIT G-3**

Status **Pending** PolicyStat ID **14982553**



Origination	10/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	01/2023
Next Review	1 year after approval

Owner	Kendra Thomas: Counsel
Area	Leadership
Document Type	Agency Policy

## LD.A.1 - 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) 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 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. PROCEDURES:

[Business Associate](#)

## 5. RELATED POLICIES/FORMS:

Business Associate Agreement

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

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

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024

# **EXHIBIT G-4**

Status **Pending** PolicyStat ID **15267532**



Origination	03/2022
Last Approved	N/A
Effective	Upon Approval
Last Revised	04/2024
Next Review	1 year after approval

Owner	Kendra Thomas: Counsel
Area	Leadership
Document Type	Agency Policy

## LD.A.12 Compliance Program

### 1. PURPOSE:

To ensure The Harris Center complies with all federal, state, and local laws and regulations.

### 2. POLICY:

It is the policy of The Harris Center to provide services pursuant to the highest ethical, business, and legal standards. The Harris Center through its Compliance Plan will perpetuate a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to federal, state, and local laws.

### 3. APPLICABILITY/SCOPE:

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

### 4. PROCEDURES:

[Whistleblower](#)

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

[The Harris Center Compliance Plan](#) [The Harris Center Compliance Plan](#)

[Whistleblower](#)

# 6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

CARF1.A.6.a.,b.

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Initial Assignment	Kendra Thomas: Counsel	03/2024

# **EXHIBIT G-5**

Status **Pending** PolicyStat ID **14825856**



Origination	02/2015
Last Approved	N/A
Effective	Upon Approval
Last Revised	04/2024
Next Review	1 year after approval

Owner	Danyalle Evans
Area	Medical Services
Document Type	Agency Policy

## MED.A.7 Emergency Medical Care for Consumers, Employees and Volunteers

### 1. PURPOSE:

The purpose of the policy is to describe emergency medical preparedness strategies implemented at The Harris Center to manage both crisis and non-emergent injuries and illnesses.

### 2. POLICY:

Acute injuries or illnesses of individuals occurring during visits at The Harris Center for Mental Health and IDD shall receive medical emergency care to stabilize individuals to the extent possible until emergency medical personnel arrive by dialing 911.

In the event that a consumer, employee, or volunteer suffers a non-emergent injury, a staff person trained in first aid techniques should administer appropriate first aid. Agency approved first aid kits are to be available at all sites. Agency vehicles used for consumer transportation are required to have a properly stocked first aid kit at all times.

### 3. APPLICABILITY/SCOPE:

This policy applies to all units, programs, and services of The Harris Center where consumers, employees, and volunteers may be present.



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

Emergency Codes, Alerts and Response

Incident Reporting

## 5. PROCEDURES:

Weather Alert

Medical Alert - Code Blue

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

- Organizational Standards-Environment of Care and Safety, Title 26, Tex. Admin. Code, 301.323

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Final Legal Review	Kendra Thomas: Counsel	01/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	12/2023
Initial Assignment	Danyalle Evans	12/2023

# **EXHIBIT G-6**

Status **Pending** PolicyStat ID **15267529**



Origination	02/2013	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Environmental Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	04/2024		
Next Review	1 year after approval		

## EM.A.4 Incident Reporting

### 1. PURPOSE:

To provide documentation with exact details of all incidents that occur on or off facility grounds at The Harris Center for Mental Health and IDD. This includes incidents that may include, but are not limited to, all employees, interns, contractors, volunteers, and patients. Information obtained may be utilized in the future to address any liabilities presented from the incident.

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (The Harris Center) to establish an incident reporting process that includes a mechanism to ensure all reportable incidents are recorded and evaluated, documenting follow-up and corrective actions where necessary. All Harris Center's staff, contractors, volunteers, interns, or others in programs operated by The Harris Center, shall document the following incident types, including patients identified and defined below, after contacting any applicable regulatory agencies as soon as practical. The internal documentation shall occur within 24 hours of the incident. The internal documentation of all incidents shall be considered Confidential and protected from external disclosure to the fullest extent allowable by law.

- Violations of patients' rights, including, but not limited to, allegations of abuse, neglect, & exploitation
- Accidents and injuries
- Patient Behavior
- Abuse/Neglect/Rights Violation
- Death

- Homicide, Homicide attempt, a threat with plan or threat without a plan
- Medical Issues
- Restraint (Personal & Mechanical)
- Safety Issues
- Seclusion
- Suicide & Suicide Attempts by an active patient (on or off the program site)
- Theft/Loss
- Fire
- Bomb Threat
- Improper disclosure of patient health information
- Loss or theft of patient record(s)
- Patient absent without permission from a residential program
- Critical Incidents
- Any other significant disruptions

### 3. APPLICABILITY/SCOPE:

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

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

- [Closed Records Review Committee](#)
- [Reporting Allegations of Abuse, Neglect, and Exploitation](#)
- [Assurance of Individual Rights](#)
- [Emergency Codes, Alerts, and Response](#)
- [Reporting of Automobile Accidents](#)

### 5. PROCEDURES:

#### Critical Incidents

- Incident Reporting Procedures
  - Assurance of Individual Rights
  - Critical Incidents
  - Security Alert - Armed Intruder
  - Facility Alert - Hazardous Spill
  - Facility Alert - Utility/Systems Failures
  - Medical Alert - Code Blue

- Medical Alert - Crisis Intervention
- Emergency Incidents While Transporting Consumers
- Security Alert - Bomb Threat/Suspicious Package
- Security Alert - Hostage Situation
- Facility Alert - Fire Evacuation Plan
- Sanctions for Breach of Security and/or Privacy Violations of Health Information
- Emergency Incidents While Transporting Consumers
- Breach Notification

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

- Texas Family Code, Chapter 261
- Texas Human Resources Code, Chapter 48
- Title 25 Texas Administrative Code, Chapter 414, Subchapter L
- The Harris Center Policy and Procedure Handbook
- CARF: Section 1. Subsection K., Rights of Persons Served

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	02/2024
Initial Assignment	Kendra Thomas: Counsel	02/2024

# **EXHIBIT G-7**

Status **Pending** PolicyStat ID **14963871**



Origination 01/2000  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 04/2024  
 Next Review 1 year after approval

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

## MED.INF.A.1 Infection Control and Prevention Policy

### 1. PURPOSE:

The purpose of this policy is to establish clear expectations of Infection Control and Prevention at The Harris Center for Mental Health and IDD ("Harris Center") to prevent or mitigate the spread of infectious organisms and diseases.

### 2. POLICY:

The Harris Center shall provide an effective infection control and prevention plan for staff, individuals served, volunteers, and visitors. The Infection Control Nurse Manager monitors and ensures the Infection Control and Prevention plan is implemented throughout the Harris Center in order to support an environment free of endemic, epidemic, and pandemic infections. It is the responsibility of all Harris Center staff to follow the infection control procedures, practices, and precautions to prevent or mitigate the spread of infectious organisms and diseases.

### 3. APPLICABILITY/SCOPE:

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

### 4. PROCEDURES:

- a. ~~Infection Control~~
- b. ~~Tuberculosis Testing and Exposure to Tuberculosis~~
- c. ~~Regulated Medical Waste Disposal~~
- d. ~~Accidental Blood and Bodily Fluid Exposures~~

- e. ~~Hand Hygiene~~
- f. ~~Handling Contaminated Linens~~

### Infection Control Precautions

## 5. RELATED POLICIES/FORMS:

### Infection Control Plan/Airborne Precautions

### Risk Management Plan

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

- a. Association for Professionals in Infection Control and Epidemiology [www.apic.org](http://www.apic.org)
- b. Center for Disease Control, [www.cdc.gov](http://www.cdc.gov)
- c. Texas Department of State Health Service - [www.dshs.state.tx.us](http://www.dshs.state.tx.us)
- d. Occupational Health & Safety Standards-Toxic and Hazardous Substances, 29 CFR §1910.1030. Bloodborne Pathogens
- e. Communicable Disease Prevention and Control Act, Texas Health and Safety Code, Subchapter H. Bloodborne Pathogen Exposure Control Plan. §81.301
- f. Online Incident Report Form

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Final Legal Review	Kendra Thomas: Counsel	02/2024
Department 2	Luming Li: Chief Medical Ofcr (1101 1817)	02/2024
Department Review I	Kia Walker: Chief Nursing Officer	02/2024
Initial Assignment	Vanessa Miller: Mgr	02/2024



# **EXHIBIT G-8**

Status **Pending** PolicyStat ID **15160786**



Origination 07/2018  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 03/2024  
 Next Review 1 year after approval

Owner Shiela Oquin:  
 ExecAsst  
 Area Assessment,  
 Care & Continuity  
 Document Type Agency Policy

## ACC.A.6 Linguistic Competence Services

### 1. PURPOSE:

To provide meaningful access to consumer services for consumers with limited English proficiency, deaf, hard of hearing, or blind

### 2. POLICY:

It is the Policy of the Harris Center for Mental Health and IDD to ensure effective communication with the individual and Legally Authorized Representative (LAR), (if applicable), in an understandable format as appropriate to meet the needs of individuals. This may require using: Interpretative services; Translated materials; or a staff member who can effectively respond to the cultural (e.g., customs, beliefs, actions, and values) and language needs of the individual and LAR (if applicable).

### 3. APPLICABILITY/SCOPE:

All Harris Center Staff, Contractors, Interns, and Volunteers.

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

[Assurance of Individual Rights](#)

### 5. PROCEDURES:

- Interpreter Resource Coordination

- Internal Interpreters/Certified Language Staff
- Outside Language Interpreter Services
- Interpreter Services For The Deaf And Hard Of Hearing
- Interpreter Services For Those Whose Primary Language Is Other Than English Scheduled Services
  - Crisis Services

**Linguistic Competence Services**

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

- Texas Human Resources Code Chapter 81, Services for the Deaf
- [Access to Mental Health Community Services](#), Title 26 Texas Administrative Code §301.327

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	02/2024
Initial Assignment	Shiela Oquin: ExecAsst	02/2024

# **EXHIBIT G-9**

Status **Pending** PolicyStat ID **15267534**



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

Owner	Kendra Thomas: Counsel
Area	General Administration
Document Type	Agency Policy

## GA.A.2 Lobbying

### 1. PURPOSE:

The purpose of this policy is to encourage employees to participate in lawful political activities on the employee’s own personal time and not on behalf of The Harris Center or at any of our facilities.

### 2. POLICY:

The Harris Center believes its employees should be free to participate in lawful political activity as they see fit. It is the policy of The Harris Center that the following lobbying and political activities are prohibited while on duty at The Harris Center:

- Use any equipment (computer, fax, phone, copier)
- Demonstrating
- Circulating petitions
- Soliciting votes at any time in any work area of The Harris Center
- Conducting or participating in polls
- Fundraising
- Sending political messages or materials to co-workers
- Harassment of any co-workers regarding political preferences

Participating in these activities must be conducted on the employee's own time and should in no way suggest The Harris Center’s support. Vacation leave may be requested to conduct such activities.

#### ADDITIONAL PROHIBITED ACTIVITIES OF AGENCIES AND INDIVIDUALS

- a. The Harris Center and employees may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this section.
- b. The Harris Center and employees may not use leased vehicles to engage in any prohibited acts outlined in this policy.
- c. The Harris Center and employees may not use appropriated money to attempt to influence the passage or defeat of a legislative measure. This section does not prohibit employees from using resources to provide public information or to provide information responsive to a request.
- d. The Harris Center and employees may not use their official authority or influence, or permit the use of a program administered by The Harris Center to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- e. The Harris Center and employees must not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.

#### **EMPLOYMENT OF LOBBYIST**

- a. The Harris Center may not use appropriated money to employ, as a regular full-time, part-time, or contract employee, a person is required by state law to register as a lobbyist.
- b. The Harris Center may not use appropriated money to pay, on behalf of The Harris Center or an officer or employee of The Harris Center, membership dues to an organization that pays part or all of the salary of a person who is required by state law to register as a lobbyist.
- c. If the Harris Center violates Subsection (a) it is subject to a reduction of amounts appropriated for administration by the General Appropriations Act for the biennium following the biennium in which the violation occurs in an amount not to exceed \$100,000 for each violation.

#### **RESTRICTIONS ON LOBBYING EXPENDITURES**

- a. The Harris Center may not use state funds to pay:
  - 1. lobbying expenses incurred by The Harris Center;
  - 2. a person or entity that is required to register with the Texas Ethics Commission under Chapter 305;
  - 3. any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described who is required to register with the Texas Ethics Commission); or
  - 4. a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies.

- b. A political subdivision or private entity that violates Subsection (a) is not eligible to receive additional state funds.

#### **DISCIPLINARY ACTION**

Any Harris Center employee who is in violation of this policy may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

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

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

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

NA

### **5. PROCEDURES:**

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

Texas Gov't Code Ch. 556

## **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	03/2024
Legal Review	Kendra Thomas: Counsel	02/2024
Initial Assignment	Kendra Thomas: Counsel	02/2024

# **EXHIBIT G-10**



Status **Pending** PolicyStat ID **15055286**



Origination 06/2020  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 02/2023  
 Next Review 1 year after approval

Owner Kendra Thomas:  
 Counsel  
 Area Leadership  
 Document Type Agency Policy

## LD.A.11 - Management of Legal Documents & Litigation

### 1. PURPOSE:

To ensure all staff of The Harris Center for Mental Health & Intellectual and Developmental Disability (The Harris Center) properly respond to service of lawsuits, court orders, legal documents and other official notices.

### 2. POLICY:

It is the policy of The Harris Center to comply and respond timely to lawsuits, court orders, legal documents or other official documents served on The Harris Center to avoid any delay in legal proceedings and to protect the legal rights of The Harris Center, its staff and persons served.

The Harris Center's Legal Services Department is administratively responsible for all legal matters related to The Harris Center, including management of litigation.

### 3. APPLICABILITY/SCOPE:

All Harris Center Staff, contractors, volunteers and interns.

### 4. PROCEDURES:

A person served with a lawsuit, legal document, court order, or other official notice related to behavioral healthcare services provided to persons served or any business conducted by The Harris Center must immediately notify the Legal Services Department. A lawsuit, court order, legal document and/or official notices and any accompanying documents shall be immediately forwarded to the Legal Services Department and the Chief Executive Officer for review. This will ensure service is proper and meets legal

requirements, will avoid delay, and will protect the interests of The Harris Center, staff, volunteers, interns, contractors, and persons served.

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

[Subpoenas](#)

[Confidentiality and Disclosure of Patient/ Individual Health Information](#)

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

The Harris Center Compliance Plan

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024

# **EXHIBIT G-11**

Status **Pending** PolicyStat ID **14919714**



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

## MED.PHA.A.8 Narcan (Naloxone) Policy

### 1. PURPOSE:

The purpose of this policy is to ensure naloxone (Narcan) is as accessible as possible to eligible patients and authorized employees ensuring proper storage, use and administration to effectively treat and reduce potential fatalities associated with opioid overdoses.

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to establish naloxone (Narcan) procedures ensuring proper storage, use, distribution, and administration to effectively treat and reduce potential patient fatalities associated with opioid overdoses.

### 3. APPLICABILITY/SCOPE:

The Harris Center for Mental Health and IDD

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

~~MED20A Pharmacy Services and Outpatient Prescription Purchase Plan Policy~~ [Pharmacy Services and Outpatient Prescription Purchase Plan Policy](#)

~~MED6A Medication Storage, Preparation and Administration Areas Policy~~ [Medication Storage, Preparation and Administration Areas](#)

~~MED1A Medical Services~~

## 5. PROCEDURE:

~~MED.B.13 Narcan (Naloxone) Patient Administration Procedure~~ MED.B.13 Narcan (Naloxone) Patient Administration Procedure

~~MED.PHA.B.8 Pharmacy Naloxone Process Procedure~~ MED.PHA.B.8 Pharmacy Narcan (Naloxone) Process Procedure

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

TSBP Rule Number:§295.14

Substance Abuse and Mental Health Services Administration. SAMHSA Opioid Overdose Prevention Toolkit: Five Essential Steps for First Responders. HHS Publication No. (SMA) 13-4742. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2013.

Adapt Pharma (2015). Narcan nasal spray, Quick start guide. Accessed 1/23/20, [www.narcannasalspray.com](http://www.narcannasalspray.com).

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	01/2024
Legal 2nd Review	Kendra Thomas: Counsel	01/2024
Pharmacy &Therapeutic Committee	Angela Babin: Dir	01/2024
Pharmacy Department Review	Tanya White: Mgr	01/2024
Legal 1st Review	Kendra Thomas: Counsel	01/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	01/2024
Initial	Tanya White: Mgr	01/2024

# **EXHIBIT G-12**

Status **Pending** PolicyStat ID **14784766**

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	02/2024		
Next Review	1 year after approval		

## MED.NUR.A.3 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 health care through the utilization of 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 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. The NPRC may review the nursing practice of a LVN, RN, or APRN (RN with advanced practice authorization).

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

- 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

## 5. PROCEDURES:

- [Nursing Peer Review: Incident Based or Safe Harbor](#)

## 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,

### 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	01/2024
Final Legal Review	Kendra Thomas: Counsel	01/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	12/2023
Initial Assignment	Kia Walker: Chief Nursing Officer	11/2023

# **EXHIBIT G-13**

Status **Pending** PolicyStat ID **15055283**



Origination	11/1994	Owner	Lance Britt: Dir
Last Approved	N/A	Area	Assessment, Care & Continuity
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	02/2023		
Next Review	1 year after approval		

## ACC.A.8 Referral, Transition, and Discharge

### 1. PURPOSE:

The purpose of this policy is to provide linkage and coordination of care between persons served and service delivery systems for continued treatment.

### 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (The Harris Center) to coordinate services in the least restrictive environment between persons served and other service delivery systems. The Harris Center will coordinate services in the least restrictive treatment environment upon request and based on the needs of the persons served. The Agency shall seek to facilitate the integration of the persons served into the community, whenever appropriate. A referral, transition, or discharge of persons served shall meet applicable HHSC Program Standards and Guidelines.

### 3. APPLICABILITY/SCOPE:

Persons residing in Harris County, as well as, individuals in Harris County but reside outside of the county who are in crisis.

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

### 5. PROCEDURES:

[Referral, Transfer, and Discharge](#)

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

- Behavioral Health Delivery System, 26 Tex. Admin. Code Chapter 306, Subchapters A, D
- CARF: Section 2. Subsection D., Transition/Discharge

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	02/2024
Departmental Review	Keena Pace: Exec	02/2024
Initial Assignment	Lance Britt: Dir	02/2024

# **EXHIBIT G-14**

Status **Pending** PolicyStat ID **15267525**



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

## HR.A.32 Religious Accommodations

### 1. PURPOSE:

The purpose of this policy is to extend equal employment opportunities to all The Harris Center for Mental Health and Intellectual and Developmental Disabilities (The Harris Center) employees.

### 2. POLICY:

The Harris Center has a strong commitment to equal employment opportunities for all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, The Harris Center will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement unless doing so would create an undue hardship for The Harris Center.

Any person who believes they need an accommodation because of their religious beliefs, practices, or lack thereof, may request an accommodation because of their religious beliefs, practices, or lack thereof, from the Human Resource Department.

### 3. APPLICABILITY/SCOPE:

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

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

[Equal Employment Opportunity Policy](#)

[Employment Policy](#)

Request for Reasonable Accommodation form

## 5. PROCEDURES:

[Religious Accommodation Procedure](#)

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

The Harris Center's Policy and Procedure Handbook

Title VII of the Civil Rights Act of 1964, 42 U.S.C 2000-a (1) (2)

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Department Review	Joseph Gorczyca	02/2024
Initial Assignment	Joseph Gorczyca	02/2024

# **EXHIBIT G-15**



Status **Pending** PolicyStat ID **15001882**

Origination 02/2022

Last Approved N/A

Effective

Upon Approval

Last Revised 04/2024

Next Review 1 year after approval

Owner Nicole Lievsay:  
Dir

Area Leadership

Document Type Agency Policy

## LD.A.14 Social Media Use

### 1. PURPOSE:

The purpose of the Social Media Use policy is to ensure The Harris Center employees adhere to the social media standards and guidelines provided by the Communications Department and the agency leadership. This policy defines the rules and procedures for the use of personal and official social media sites to ensure the agency accounts are both legal and in compliance with agency policies.

Social media sites include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, TikTok, etc.

### 2. POLICY:

All official Harris Center social media sites must adhere to state and federal laws and regulations, and agency policies. Only public information may be posted on official Harris Center social media sites and may not contain sensitive personal information as defined in the Texas Business and Commerce Code and the Health Insurance Portability and Accountability Act (HIPAA).

Employee Use:

The Communications Department serves as the designated administrator of the agency's social media sites. Staff members are prohibited from creating social media accounts and posting social media content in representation of The Harris Center unless they are expressly given written permission by the Communications Department and/or agency leadership.

To prevent legal and/or regulatory issues from occurring, avoiding loss of productivity and distraction to employee job performance and to preserve a consistent brand of voice, tone, and messaging across

social channels, and the following guidelines are to be maintained:

- Employees may not use social media to discuss matters related to their clients, supervisors, co-workers, or The Harris Center in a defaming or abusive manner that may be considered unprofessional and/or disruptive to the work environment.
- The personal use of social media sites by employees via The Harris Center devices and/or network is prohibited unless approved by the Communications Department.
- Staff may not use social media channels to communicate with any consumer/patient/individual regarding their care, including the exchange of personal health information (PHI).
- Employees may not post or stream social media content in representation of The Harris Center, unless expressly given written permission by the Communications Department and/or agency leadership.

Violation of this policy may lead to disciplinary action up to, and possibly including immediate termination of employment.

### 3. APPLICABILITY/SCOPE:

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

### 4. PROCEDURES:

Social Media Use During Work Time

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

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

Social Media Guidelines

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

CARF Standard: Risk Management - 1.G.3. Written procedures regarding communications, including media relations and social media.

## Approval Signatures

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

Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Nicole Lievsay: Dir	01/2024

# **EXHIBIT G-16**

Status **Pending** PolicyStat ID **15160811**



Origination 07/1984  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 03/2023  
 Next Review 1 year after approval

Owner Shiela Oquin:  
 ExecAsst  
 Area Assessment,  
 Care & Continuity  
 Document Type Agency Policy

## ACC.A.13 State Service Contract Monitoring and Performance Reporting

### 1. PURPOSE:

To ensure all duties are being performed in accordance with state service contracts and for The Harris Center for Mental Health and IDD (The Harris Center) staff to be aware of and address any developing problems or issues.

### 2. POLICY:

It is the policy of The Harris Center to audit the performance of all state service contracts on an annual basis to ensure compliance with policies and procedures, statements of work, proper reporting, and correct billing.

### 3. APPLICABILITY/SCOPE:

This policy applies to all state service contracts and awards received by The Harris Center, including pass-through awards that are performed by a collaborating agency.

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

[Compliance Plan FY24](#)

[Performance Reporting and Monitoring of Service Contracts](#)

## 5. PROCEDURES:

Performance Reporting and Monitoring of Service Contracts

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

Texas Health and Human Services Handbook

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	02/2024
Initial Assignment	Shiela Oquin: ExecAsst	02/2024

# **EXHIBIT G-17**

Status **Pending** PolicyStat ID **14784754**

Origination	07/2021
Last Approved	N/A
Effective	Upon Approval
Last Revised	04/2024
Next Review	1 year after approval

Owner	Sylvia Muzquiz-Drummond: VP
Area	Medical Services
Document Type	Agency Policy

## MED.A.6 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 the patient's informed consent prior to providing telehealth and telemedicine services.

The goal of telehealth and telemedicine is to supplement face-to-face care and allow 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. RELATED POLICIES/FORMS (for reference



only):

[MED.A.1 Medical Services](#)

[LD.P.1 Compliance Plan FY2324](#)

## 5. PROCEDURES:

[MED.B.6 Telehealth and Telemedicine Procedure](#)

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

- Telehealth, Tex. Occupations Code, Subchapter J, §51.501 [et. seq.](#)
- Mental Health Telemedicine and Telehealth Services, ~~Title 3~~-Tex. Occupations Code Ch. 113
- Advanced Telecommunication Services, Title 1 Tex. Admin. Code, [Part 15](#), Chapter 354., Subchapter A. ~~Division 33.~~
- Telemedicine, Title 22 Tex. Admin. Code, Chapter 174.
- Mental Health Community Services Standards- Telemedicine Services., Title 26 Tex. Admin. Code, ~~Chapter 301. Subchapter G. Rule 301.359.~~

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Final Legal Review	Kendra Thomas: Counsel	01/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	12/2023
Initial Assignment	Sylvia Muzquiz-Drummond: VP	12/2023

# **EXHIBIT G-18**

Status **Pending** PolicyStat ID **15055292**

Origination	03/2023	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	04/2024		
Next Review	1 year after approval		

## LD.A.18 The Development and Maintenance of Center Policies

### 1. PURPOSE:

The purpose of this policy is to establish the guidelines of The Harris Center for Mental Health and IDD (The Harris Center) for the development of agency policies.

### 2. POLICY:

It is the policy of The Harris Center to develop and maintain policies and procedures, which define the internal management and operations of the agency. All policies, procedures, plans, protocols notices and all other regulatory documents shall comply with state/local contracts, grants, rules, regulations, The Harris Center's Board of Trustees' policies and other applicable statutes. Policies shall be reviewed and updated at least annually, unless changes in regulations, laws, changes within The Harris Center's privacy practices or The Harris Center business needs require an earlier review.

Updated copies of the agency's policies are maintained within a data management system accessible to all staff. Suggestions for the development of new agency policies or revisions to existing policies may be made by contacting The Harris Center's Compliance department. When immediate action is needed and timing precludes the normal review and approval, process, the CEO may issue Administrative Directives that are followed up with the formal policy and procedure development process. Board Committee and Full Board meeting agendas will include two sections, as it relates to policies. One section will include new and revised policies for consideration. The other section will include policies with no substantive changes from review period to review period, but which require an annual review and approval.

### 3. APPLICABILITY/SCOPE:

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

### 4. PROCEDURES:

~~LD11B. Policy Changes Outside of Board Review and Approval~~ [Policy Changes Outside of Board Review and Approval](#)

### 5. RELATED POLICIES/FORMS:

Bylaws of the Board of Trustees of the Harris Center for Mental Health and Intellectual Developmental Disabilities

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

CARF Section 1. Aspire to Excellence

#### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024

# **EXHIBIT G-19**

Status **Pending** PolicyStat ID **14982542**



Origination 01/2004  
 Last Approved N/A  
 Effective Upon Approval  
 Last Revised 01/2023  
 Next Review 1 year after approval

Owner Kendra Thomas: Counsel  
 Area Leadership  
 Document Type Agency Policy

## LD.A.10 - Third Party Participation in Patient Services

---

### 1. PURPOSE:

The purpose of this policy is to promote and support patients' right to participate in treatment options and decisions about their behavioral 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. PROCEDURES:

## 5. RELATED POLICIES/FORMS:

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

Protection of Clients and Staff-Mental Health Services Rights of Persons Receiving Mental Health Services- 25 Tex. Admin. Code Rule 404.154, Subchapter E

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024

# **EXHIBIT G-20**



Status **Pending** PolicyStat ID **14982403**



Origination 08/2019

Last Approved N/A

Effective Upon Approval

Last Revised 02/2024

Next Review 1 year after approval

Owner Shiela Oquin:  
ExecAsst

Area Assessment,  
Care & Continuity

Document Type Agency Policy

## ACC.A.5 Trauma-Informed Practice

### 1. PURPOSE:

The purpose of this procedure is to ensure services and programs are supportive of individuals who have experienced trauma and to avoid re-traumatization, which is based on 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 ~~(for reference only)~~:

### 5. PROCEDURES:

[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	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Departmental Review	Keena Pace: Exec	01/2024
Initial Assignment	Shiela Oquin: ExecAsst	01/2024

# **EXHIBIT G-21**

Status **Pending** PolicyStat ID **15055289**



Origination	10/2020	Owner	Kendra Thomas: Counsel
Last Approved	N/A	Area	Environmental Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	02/2023		
Next Review	1 year after approval		

## EM.A.6 Utilization of Security Officer Services

### 1. PURPOSE:

The purpose of this policy is to establish clear expectations on the utilization of the security services provided by The Harris Center for Mental Health and IDD.

### 2. POLICY:

The Harris Center is committed to providing a safe environment that protects its employees, its property and the public. In furtherance of The Harris Center's commitment to maintaining a safe environment, The Harris Center shall utilize security services personnel to assist in the implementation of safety rules and procedures, respond to potentially harmful situations and emergencies, protect The Harris Center property, proactively identify, and promptly mitigate security risks in the environment.

### 3. APPLICABILITY/SCOPE:

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

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

- [Emergency Codes, Alerts, and Response](#)
- Utilization and General Management of Key Card System
- Utilization and General Management of Surveillance System
- Security Program

- Limitation to Security Officer's Role - Least Restrictive Environment

## 5. PROCEDURES:

- [Security Alert - Armed Intruder](#)
- [Security Alert - Bomb Threat/ Suspicious Package](#)
- [Security Alert - Hostage Situation](#)
- [Security Alert - Missing Child/Abduction of Child](#)

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

IDD-BH Contractor Administrative Functions; Mental Health Community Services Standards-Organizational Standards, 26 Tex. Admin. Code §301.323

### Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Legal Review	Kendra Thomas: Counsel	01/2024
Initial Assignment	Kendra Thomas: Counsel	01/2024

# **EXHIBIT G-22**

Status **Pending** PolicyStat ID **14967442**

Origination	07/2020
Last Approved	N/A
Effective	Upon Approval
Last Revised	02/2024
Next Review	1 year after approval

Owner	Danyalle Evans
Area	Medical Services
Document Type	Agency Policy

## HR.A.35 Credentialing Policy

### 1. PURPOSE:

The purpose of this policy is to define the terms and standards required for credentialing and re-credentialing for all licensed Providers, peer providers, family partners, and every QMHP-CS and CSSP.

### 2. POLICY:

It is the policy of The Harris Center to ensure that licensed and unlicensed providers meet the minimum credential and performance standards, as applicable. All physicians ([Medical Doctors \(MD\)](#), [Doctor of Osteopathy \(DO\)](#)), [Advanced Practice Registered Nurses \(APRN\)](#), [Physician Assistants \(PA\)](#), [Clinical Pharmacy Specialist \(CPS\)](#), Licensed Mental Health Professionals (LPHAs), Qualified Mental Health Professionals (QMHP), Qualified Intellectual Disability Professionals, Peer Professionals, Family Partners, Community Services Specialists (CSSP), and Nursing staff, are credentialed before appointment to an assigned position.

All applications for credentialing and re-credentialing will be evaluated based on current licensure, education, training or experience, current competence, and ability to perform the clinical duties requested.

### 3. APPLICABILITY/SCOPE:

The policy applies to all licensed or non-licensed providers required by law to be credentialed.

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

Employment

Employment Eligibility Verification for Worker in the United States

## 5. PROCEDURES:

Credentialing Guideline & Procedure

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

Mental Health Community Services Standards- General Provisions, Definitions, 26 Tex. Admin. Code 301.303

Mental Health Community Services Standards- Organizational Standards, Competency and Credentialing, 26 Tex. Admin. Code 301.331

Behavioral Health Delivery System-Mental Health Rehabilitative Services, Staff Member Competency and Training, 26 Tex. Admin. Code 306.325

Medicaid Managed Care- Mental Health Targeted Case Management and Mental Health Rehabilitation, Definitions 1 Tex. Admin. Code 353.1403

Medicaid Managed Care-Mental Health Targeted Case Management and Mental Health Rehabilitation, Staff Member Competency, 1 Tex. Admin. Code 353.1413

Medicaid Managed Care-Mental Health Targeted Case Management and Mental Health Rehabilitation, Staff Member Credentialing, 1 Tex. Admin. Code 353.1415

## Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	01/2024
Final Legal Review	Kendra Thomas: Counsel	01/2024



Department Review	Luming Li: Chief Medical Ofcr (1101 1817) [AP]	01/2024
Initial Assignment	Danyalle Evans	01/2024