



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

Governance Committee Meeting
March 18, 2025
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,
February 18, 2025
(*EXHIBIT G-1*)

IV. REVIEW AND TAKE ACTION

A. No Changes

1. Business Associate Policy
(*EXHIBIT G-2*)
2. Compliance Program Policy
(*EXHIBIT G-3*)
3. Lobbying Policy
(*EXHIBIT G-4*)
4. Management of Legal Documents and Litigation Policy
(*EXHIBIT G-5*)
5. Religious Accommodations Policy
(*EXHIBIT G-6*)
6. System Quality, Safety and Experience Committee Policy
(*EXHIBIT G-7*)
7. The Development and Maintenance of Center Policies
(*EXHIBIT G-8*)

B. New Policies

1. Community Needs Assessment Policy
(*EXHIBIT G-9*)
2. Pharmacy After Hours Policy
(*EXHIBIT G-10*)
3. Pharmacy Copay Assistance Policy
(*EXHIBIT G-11*)
4. Pharmacy Data and Record Retention Policy
(*EXHIBIT G-12*)
5. Pharmacy Staffing Policy
(*EXHIBIT G-13*)

C. Changes

1. Narcan (Naloxone) Policy
(*EXHIBIT G-14*)

2. Reporting Automobile Accidents Policy
(EXHIBIT G-15)

V. EXECUTIVE SESSION

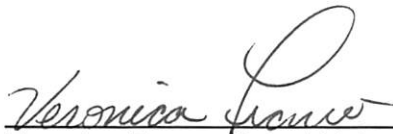
• As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

• In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of a Board Member(s) to the Audit Committee. Mr. James Lykes, Chair of Governance Committee; Dr. R. Gearing, Chair of the Harris Center Board of Trustees

VI. RECONVENE INTO OPEN SESSION

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

VIII. ADJOURN



Veronica Franco, Board Liaison
Jim Lykes, Chairman
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, FEBRUARY 18, 2025
MINUTES**

CALL TO ORDER

Mr. Jim Lykes, Chairman called the meeting to order at 8:33 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, Mr. G. Womack

Committee Member Absent: Mrs. N. Hurtado

Other Board Member Present: Dr. K. Bacon, Dr. M. Miller, Jr., Dr. L. Fernandez-Wische,
R. Thomas-teleconference

- 1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS**
Mr. J. Lykes designated Dr. K. Bacon, Dr. M. Miller, Jr., R. Thomas and Dr. L. Fernandez-Wische as voting members of the committee.
- 2. DECLARATION OF QUORUM**
The meeting was called to order at 8:33 a.m.
- 3. PUBLIC COMMENTS**
No public comments
- 4. APPROVAL OF MINUTES**
Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, November 12, 2024

MOTION: MILLER, JR. SECOND: FERNANDEZ
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, November 12, 2024, EXHIBIT G-1 has been approved and recommended to the Full Board.

- 5. REVIEW AND TAKE ACTION**
 - A. No Changes

1. Correcting Documentation and Coding Errors Policy
2. Emergency Codes, Alerts, and Response Policy
3. Mailing Services Policy
4. Pharmaceutical Representatives Policy
5. Plan of Care Policy
6. Property Inventory Policy
7. Retention of Patient/Individual Records Policy
8. Root Cause Analysis Policy
9. Sanctions for Breach of Security and/or Privacy Violations of Health Information Policy

MOTION: BACON moved to approve agenda items G2-G11

SECOND: MILLER, JR. moved to approve agenda items G2-G11

BE IT RESOLVED, with unanimous affirmative vote, items G2-G11 are approved and recommended to Full Board.

B. New Policies

1. Employee Disciplinary Review Policy

MOTION: WOMACK SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Employee Disciplinary Review Policy, EXHIBIT G-12 with the noted correction has been approved and recommended to the Full Board.

2. IT Investigation Requests related to Personnel Access and Data Policy

MOTION: MILLER, JR. SECOND: WOMACK
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, IT Investigation Requests related to Personnel Access and Data Policy, EXHIBIT G-13 has been approved and recommended to the Full Board.

3. Patient Conduct Policy

MOTION: GEARING SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Patient Conduct Policy, EXHIBIT G-14 has been approved and recommended to the Full Board.

4. Pharmacy Medication Destruction Policy

MOTION: MILLER, JR. SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Pharmacy Medication Destruction Policy, EXHIBIT G-15 has been approved and recommended to the Full Board.

C. Changes

1. All Contract Policy

MOTION: GEARING SECOND: MILLER, JR.
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, All Contract Policy, EXHIBIT G-16 has been approved and recommended to the Full Board.

2. Bylaws of the Board of Trustees of the Harris Center for Mental Health and Intellectual Development Disabilities Policy

MOTION: WOMACK SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Bylaws of the Board of Trustees of the Harris Center for Mental Health and Intellectual Development Disabilities Policy, EXHIBIT G-17 has been approved and recommended to the Full Board.

3. Check and Electronic Payment Signature Authorization Policy

MOTION: GEARING SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Check and Electronic Payment Signature Authorization Policy, EXHIBIT G-18 has been approved and recommended to the Full Board.

4. Fee Schedule/Standard Charge Policy

MOTION: GEARING SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Fee Schedule/Standard Charge Policy, EXHIBIT G-19 has been approved and recommended to the Full Board.

5. Financial Assessment Policy

MOTION: WOMACK SECOND: BACON
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Financial Assessment Policy, EXHIBIT G-20 has been approved and recommended to the Full Board.

6. Reasonable Accommodation Policy

MOTION: BACON SECOND: MILLER, JR.
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Reasonable Accommodation Policy, EXHIBIT G-21 has been approved and recommended to the Full Board.

7. Supervision of Peer Specialists Policy

MOTION: BACON SECOND: WOMACK
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Supervision of Peer Specialists Policy, EXHIBIT G-22 has been approved and recommended to the Full Board.

6. **EXECUTIVE SESSION** –No Executive Session needed
7. **RECONVENED INTO OPEN SESSION**
8. **CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION**
No action was taken as a result of the Executive Session.
9. **ADJOURN**
MOTION: WOMACK SECOND: BACON
The meeting was adjourned at 8:51 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 **17504195**



| | |
|---------------|-----------------------|
| 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 | 02/2025 |
| Legal Review | Kendra Thomas: Counsel | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 01/2025 |

EXHIBIT G-3

Status **Pending** PolicyStat ID **17504207**



| | |
|---------------|-----------------------|
| 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](#)

[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 | 02/2025 |
| Legal Review | Kendra Thomas: Counsel | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 01/2025 |

EXHIBIT G-4

Status **Pending** PolicyStat ID **17504208**



| | |
|---------------|-----------------------|
| 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

| Step Description | Approver | Date |
|------------------------------|-------------------------|-------------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO Approval | Wayne Young: Exec | 02/2025 |
| Legal Review | Kendra Thomas: Counsel | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 01/2025 |

EXHIBIT G-5

Status **Pending** PolicyStat ID **17504203**



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 | 02/2025 |
| Legal Review | Kendra Thomas: Counsel | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 01/2025 |

EXHIBIT G-6

Status **Pending** PolicyStat ID **17504201**



| | | | |
|---------------|-----------------------|---------------|-----------------|
| 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 | 02/2025 |
| 2nd Legal Review | Kendra Thomas: Counsel | 02/2025 |
| 1st Legal Review | Bijul Enahwo | 02/2025 |
| Department Review | Joseph Gorczyca | 02/2025 |
| Initial Assignment | Joseph Gorczyca | 02/2025 |

EXHIBIT G-7

Status **Pending** PolicyStat ID **16214778**

| | |
|---------------|-----------------------|
| Origination | 07/2021 |
| Last Approved | N/A |
| Effective | Upon Approval |
| Last Revised | 09/2023 |
| Next Review | 1 year after approval |

| | |
|---------------|--|
| Owner | Gertrude Leidich: Vice President Clinical Transformation and Quality |
| Area | Medical Services |
| Document Type | Agency Policy |

MED.A.4 System Quality, Safety and Experience Committee

1. PURPOSE:

The purpose of this policy is to promote best practices, improve the quality, and safety of patient care, and reduce risk to patients through an environment that encourages internal reporting and ongoing evaluation and analysis of processes and occurrences. The System Quality, Safety, and Experience Committee was operationalized by the Professional Review Committee (PRC) and is a sub-committee of the PRC.

2. POLICY:

It is the policy of the System Quality, Safety and Experience Committee to continually enhance the quality and safety of patient care at The Harris Center through a systematic and collaborative approach that supports the ongoing evaluation of The Harris Center's patient care processes and services.

3. APPLICABILITY/SCOPE:

This policy applies to all staff and contractors of The Harris Center for Mental Health and IDD and the services provided.

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

- Reporting Allegations of Abuse, Neglect and Exploitation
- Confidentiality Guidelines for Participants in System Quality, Safety and Experience Committee Process

- Incident Review Form - Patient Safety Committee
- Incident Referral Form - Patient Safety Committee

5. PROCEDURES:

- Pharmacy and Therapeutics Committee
- Infection Prevention
- System Accreditation
- All PI Councils and internal learning collaboratives (e.g., Zero Suicide, Substance Use Disorders)
- Approval of Care Pathways
- Patient Experience / Satisfaction

System Quality, Safety and Experience Committee Procedure

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Texas Medical Practices Act, 3 Tex. Occ. Code §151
- Requirements Relating to Medical Peer Review, 3 Tex. Occ. Code §160
- Nursing Peer Review, 3 Tex. Occ. Code §303
- Incident-based Nursing Peer Review & Whistleblower Protections, 22 Tex. Admin. Code §217.19
- Rights and Protections of Persons Receiving Mental Health Services, 25 Tex. Admin. Code §414

Approval Signatures

| Step Description | Approver | Date |
|------------------------------|--|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO Approval | Wayne Young: Exec | 12/2024 |
| Final Legal Review | Kendra Thomas: Counsel | 12/2024 |
| Department Review | Luming Li: Chief Medical Ofcr (1101 1817) | 10/2024 |
| Initial Assignment | Gertrude Leidich: Vice President Clinical Transformation and Quality | 09/2024 |

EXHIBIT G-8

Status **Pending** PolicyStat ID **17504204**

| | |
|---------------|-----------------------|
| Origination | 03/2023 |
| 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.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:

[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 | 02/2025 |
| Legal Review | Kendra Thomas: Counsel | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 01/2025 |

EXHIBIT G-9

Status **Pending** PolicyStat ID **17354004**



| | | | |
|---------------|--------------------------|---------------|--|
| Origination | N/A | Owner | Luc Josaphat: Director of Quality Assurance |
| Last Approved | N/A | Area | General Administration |
| Effective | Upon Approval | Document Type | Agency Policy |
| Last Revised | N/A | | |
| Next Review | 1 year after approval | | |

GA.A.7 Community Needs Assessment Policy

1. PURPOSE:

The purpose of this policy is to establish a systematic approach for conducting community needs assessments to identify and address the needs and priorities of the community effectively.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to conduct regular triennial community needs assessment to gather data and insights about the community's needs, preferences, and challenges. The assessment process will involve engaging with community members, stakeholders, and partners to ensure a comprehensive understanding of the community's needs. The findings from the assessments will inform the strategic planning for programs and services.

3. APPLICABILITY/SCOPE:

This policy applies to all departments and staff involved in planning, developing, and delivering programs and services within The Harris Center for Mental Health and IDD. It also applies to any external partners or contractors engaged in conducting community needs assessments on behalf of the organization.

4. RELATED POLICIES/FORMS:

5. PROCEDURE:

[Community Needs Assessment](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Administrative Code, Title 26, Part 1, Chapter 306, Subchapter C,
CCBHC Program Requirement 1: Needs Assessment and Staffing: 1.a.1

Attachments

[📎 The Harris Center Community Needs Assessment 2024 .docx](#)

Approval Signatures

| Step Description | Approver | Date |
|------------------------------|--|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO | Wayne Young: Exec | 02/2025 |
| Legal | Kendra Thomas: Counsel | 01/2025 |
| Department Review 2 | Luming Li: Chief Medical Ofcr (1101 1817) | 01/2025 |
| Department Review | Gertrude Leidich: Vice President Clinical Transformation and Quality | 01/2025 |
| Initial | Luc Josaphat: Director of Quality Assurance | 01/2025 |

EXHIBIT G-10

Status **Pending** PolicyStat ID **17082988**



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

| | |
|---------------|-----------------------|
| Owner | Lauren Kainer: RPh |
| Area | Medical Services |
| Document Type | Agency Procedure |

Pharmacy After Hours Delivery Procedure

1. PURPOSE:

The purpose of this Procedure is to establish Standard Pharmacy Operations for After Hours Pharmacy Deliveries in accordance with all rules outlined by the Texas State Board of Pharmacy within the Texas Administrative Code, specifically Chapter 291 regarding pharmacy operations.

2. APPLICABILITY/SCOPE:

All Harris Center Security and Pharmacy Employees

3. REGULATORY/REFERENCE DOCUMENTS:

22 Tex. Admin. Code § 291.33(f)(1)

22 Tex. Admin. Code § 291.74(f)(1)

4. DEFINITIONS:

N/A

5. PROCEDURES:

After Hours Pharmacy Deliveries

- Security Officer on duty:
 - Sign for the delivery.

- Place the delivery inside the the pharmacy after hours delivery box located inside the Harris Center security office closet. If the item is too big to fit into the after hours delivery box, place the item on top of the box and securely close the closet doors.
- Notify the pharmacy via email at SWPharmacyTeam@TheHarrisCenter.org of any packages received.
- Pharmacy Staff:
 - Check the the pharmacy after hours delivery box located inside the Harris Center security office a minimum of every Monday and the first day open after a holiday.

6. RELATED POLICIES/FORMS:

[Pharmacy After Hours Service Policy](#)

Approval Signatures

| Step Description | Approver | Date |
|---------------------------------|---|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO/Board Approval | Wayne Young: Exec | 02/2025 |
| Legal 2nd Review | Kendra Thomas: Counsel | 01/2025 |
| Pharmacy &Therapeutic Committee | Holly Cumbie: RPh | 01/2025 |
| Legal 1st Review | Obiajulu Enaohwo | 01/2025 |
| CMO Review | Luming Li: Chief Medical Ofcr (1101 1817) | 12/2024 |
| Pharmacy Department Review | Lauren Kainer: RPh | 12/2024 |
| Initial | Tanya White: Mgr | 12/2024 |

EXHIBIT G-11

Status **Pending** PolicyStat ID **17053886**



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

| | |
|---------------|-----------------------|
| Owner | Lauren Kainer: RPh |
| Area | Medical Services |
| Document Type | Agency Policy |

Pharmacy Copay Assistance Policy

1. PURPOSE:

The purpose of this policy is to establish Standard Pharmacy Operations for The Harris Center's Class A Community Pharmacies and Class C Institutional Pharmacy regarding any pharmacy copay assistance in accordance with all rules outlined by the Texas Administrative Code, The Centers For Medicaid & Medicare Services, and current Agency Third Party Payor Contracts.

2. POLICY:

It is the policy of The Harris Center Pharmacies to aid patients with the cost of their prescription copays for drugs prescribed by a Harris Center physician when deemed clinically necessary and appropriate to ensure continued quality and safety of patient care as defined by the Texas Administrative Code.

3. APPLICABILITY/SCOPE:

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

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

N/A

5. PROCEDURE:

[Pharmacy Copay Financial Assistance Procedure](#)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Charges for Community Services, 26 Tex. Admin. Code § 301.101-301.119

Approval Signatures

| Step Description | Approver | Date |
|----------------------------------|--|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO/Board Approval | Wayne Young: Exec | 02/2025 |
| Legal 2nd Review | Kendra Thomas: Counsel | 01/2025 |
| Pharmacy & Therapeutic Committee | Holly Cumbie: RPh | 01/2025 |
| Legal 1st Review | Obiajulu Enahwo | 01/2025 |
| CMO Review | Luming Li: Chief Medical Ofcr (1101 1817) | 12/2024 |
| Pharmacy Department Review | Lauren Kainer: RPh | 12/2024 |
| Initial | Tanya White: Mgr | 12/2024 |

EXHIBIT G-12

Status **Pending** PolicyStat ID **17016128**



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

| | |
|---------------|-----------------------|
| Owner | Lauren Kainer: RPh |
| Area | Medical Services |
| Document Type | Agency Policy |

Pharmacy Data and Record Retention Policy

1. PURPOSE:

The purpose of this policy is to establish standard pharmacy operations for the Harris Center's Pharmacies for the proper storage, retrieval, and retention of all pharmacy data (electronic and hard copy) in accordance with all rules outlined by the Texas State Board of Pharmacy within the Texas Administrative Code, specifically Chapter 291 regarding pharmacy operations, The Drug Enforcement Agency, The Centers For Medicaid & Medicare Services, and current agency third party payor contracts.

2. POLICY:

It is the policy of The Harris Center Pharmacies to practice proper storage and retention of pharmacy data and documents to assure easy retrieval when needed by pharmacy staff, auditors, or regulatory bodies.

3. APPLICABILITY/SCOPE:

All Harris Center Pharmacies and Staff

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

N/A

5. PROCEDURE:

Pharmacy Record Retention Procedure

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Records, 22 Tex. Admin. Code § 291.34

Records, 22 Tex. Admin. Code § 291.75

The Drug Supply Chain Security Act (DSCSA)

Centers for Medicare and Medicaid Services §482.24(c)(1)

Drug Enforcement Administration Pharmacist Manual

Approval Signatures

| Step Description | Approver | Date |
|----------------------------------|--|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO/Board Approval | Wayne Young: Exec | 02/2025 |
| Legal 2nd Review | Kendra Thomas: Counsel | 01/2025 |
| Pharmacy & Therapeutic Committee | Holly Cumbie: RPh | 01/2025 |
| Legal 1st Review | Obiajulu Enahwo | 01/2025 |
| CMO Review | Luming Li: Chief Medical Ofcr (1101 1817) | 12/2024 |
| Pharmacy Department Review | Lauren Kainer: RPh | 12/2024 |
| Initial | Tanya White: Mgr | 12/2024 |

EXHIBIT G-13

Status **Pending** PolicyStat ID **17053874**



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

| | |
|---------------|-----------------------|
| Owner | Lauren Kainer: RPh |
| Area | Medical Services |
| Document Type | Agency Policy |

Pharmacy Staffing Policy

1. PURPOSE:

The purpose of this policy is to establish Standard Pharmacy Operations for The Harris Center's Class A Community Pharmacies and Class C Institutional Pharmacy for proper pharmacy staffing needs in accordance with all rules outlined by the Texas State Board of Pharmacy within the Texas Administrative Code, specifically Chapter 291 regarding pharmacy operations.

2. POLICY:

It is the policy of The Harris Center Pharmacies to appropriately staff each pharmacy location to ensure quality and safety of patient care.

3. APPLICABILITY/SCOPE:

All Harris Center Pharmacies

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

N/A

5. PROCEDURE:

[Pharmacy Staffing Procedure](#)

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

Community Pharmacy (Class A), 22 Tex. Admin. Code Ch. 291, Subchapter B

Institutional Pharmacy (Class C), 22 Tex. Admin. Code Ch. 291, Subchapter D

Approval Signatures

| Step Description | Approver | Date |
|----------------------------------|--|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO/Board Approval | Wayne Young: Exec | 02/2025 |
| Legal 2nd Review | Kendra Thomas: Counsel | 01/2025 |
| Pharmacy & Therapeutic Committee | Holly Cumbie: RPh | 01/2025 |
| Legal 1st Review | Obiajulu Enaohwo | 12/2024 |
| CMO Review | Luming Li: Chief Medical Ofcr (1101 1817) | 12/2024 |
| Pharmacy Department Review | Lauren Kainer: RPh | 11/2024 |
| Initial | Tanya White: Mgr | 11/2024 |

EXHIBIT G-14

Status **Pending** PolicyStat ID **16998334**



Origination 04/2024
 Last Approved N/A
 Effective Upon Approval
 Last Revised 01/2025
 Next Review 1 year after approval

Owner Lauren Kainer:
 RPh
 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):

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

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

5. PROCEDURE:

[MED.B.13 Narcan \(Naloxone\) Patient Administration Procedure](#)

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

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

~~TSBP Rule Number: §295.14~~

[Dispensing of Opioid Antagonist by Pharmacist, 22 Tex. Admin. Code §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.~~

[Narcan Quick Start Guide](#)

Approval Signatures

| Step Description | Approver | Date |
|----------------------------------|---|---------|
| Management of Board Approval | Christopher Webb: Audit | Pending |
| CEO/Board Approval | Wayne Young: Exec | 02/2025 |
| Legal 2nd Review | Kendra Thomas: Counsel | 01/2025 |
| Pharmacy & Therapeutic Committee | Holly Cumbie: RPh | 01/2025 |
| Legal 1st Review | Obiajulu Enaohwo | 11/2024 |
| CMO Review | Luming Li: Chief Medical Ofcr (1101 1817) | 11/2024 |
| Pharmacy Department Review | Lauren Kainer: RPh | 11/2024 |
| Initial | Tanya White: Mgr | 11/2024 |

EXHIBIT G-15

Status **Pending** PolicyStat ID **16955036**



| | |
|---------------|-----------------------|
| Origination | 11/2012 |
| Last Approved | N/A |
| Effective | Upon Approval |
| Last Revised | 12/2024 |
| Next Review | 1 year after approval |

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

EM.A.5 Reporting Automobile Accidents

1. PURPOSE:

Ensure all motor vehicular accidents are documented and reported.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (Harris Center) that any accident involving a Harris Center vehicle, or personal vehicle used in the course and scope of Harris Center business shall be reported immediately upon discovery to the appropriate Harris Center personnel, ~~the police and other~~ including the immediate supervisor, Risk Management and Facilities and law enforcement officials having jurisdiction. Staff are required to complete an Incident Report.

3. APPLICABILITY/SCOPE:

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

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

- Employee On-The-Job Inquiries and Illnesses
- Supervisor's Accident Report
- [Incident Reporting](#)

5. PROCEDURES:

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- 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 | 02/2025 |
| 2nd Legal Review | Kendra Thomas: Counsel | 01/2025 |
| 1st Legal Review | Obiajulu Enaohwo | 01/2025 |
| Initial Assignment | Kendra Thomas: Counsel | 12/2024 |