

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 282.1
Subject Title Data and Information - General Systems Standards	Adopted 4/12/02	Last Revised 3/18/20	Reviewed 3/15/05; 4/23/10; 2/24/14; 5/12/15; 3/15/17; 3/18/19; 4/6/21; 4/21/22

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 General Systems Standards

All data and information created, collected, maintained, managed, utilized, and/or reported are required to adhere to the standards stated in the following sections.

1.1 Classifications of Data and Information

All data and information created, collected, maintained, managed, utilized, and/or reported by this organization shall be classified as confidential person served data and information (confidentiality guidelines regarding person served data and information are contained within the recipient rights procedures), confidential organizational data and information (confidentiality guidelines regarding organizational member data and information are contained within the human resource procedures), or non-confidential public data and information (which shall be presented in a report, correspondence with or without attachments, informational packet, or brochure). Classification of data and information shall be determined by the CEO or designee and shall be consistent with the provisions of the Michigan Mental Health Code and corresponding Administrative Rules, the Freedom of Information Act, and all laws relative to access and denial of access of data and information relative to a community mental health entity.

1.2 Ethical Safeguards

The creation, collection, maintenance, management, utilization, and/or reporting of all data and information shall adhere to strict ethical

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safeguards, as applicable. These safeguards include no harm to persons served, organizational members, community members, or any persons; confidentiality and anonymity; no use of deception in effort; and honesty and integrity in reporting and utilization of said data and information.

1.3 Security and Access

All confidential data and information shall be maintained in a secure environment. Records of persons served shall be maintained in a central records area managed by records personnel who shall be responsible for assuring appropriate relinquishment and return of the records by appropriate organizational members and contract vendors in the course of providing supports and services. All confidential data of persons served and information contained in the computer system shall be managed by the records personnel who, in consultation with the CEO and supervisor, shall determine who will be provided computer access to said information. Determinations of access for all other computerized information shall be determined by the CEO or designee.

1.4 Efficiency

As outlined in the MIS plan, efficiency of operations is one of the departmental objectives. All requests for the reduction, development, modification, and/or expansion of data and information shall be forwarded to the organization's MIS Department for disposition. The purpose of this process is to ensure that there is a clear and relevant purpose, sound methodology, standardization when applicable, and no redundancy in the creation, collection, maintenance, management, utilization, and/or reporting of data and information. Exclusions to this process include data and information related to the financial and personnel management of the organization and data and information required by the state mental health authority and any other organization with which our organization has a formal contract or agreement that requires the creation, collection,

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maintenance, management, utilization, and/or reporting of specified data and information. Exclusions to the process are reviewed and acted upon by the CEO or designee.

1.5 Data and Information Procedures

Specific procedures and/or flow charts are to be developed for all data and information created, collected, maintained, managed, utilized and/or reported. Data and information referenced in the organizational systems category of the organization's procedures are initiated in title by "Data and Information". As appropriate, additional data and information procedures are contained in the procedure categories of clinical practice, recipient rights, human resources, and fiscal resources procedures.

1.6 Systems Oversight

The CEO shall periodically appoint organizational members to evaluate specific components of the data and information systems to assess the systems' reliability and integrity. These efforts are above and beyond routine systems audit practices currently in place.

Kerry Possehn, Chief Executive Officer	Date		