

NORTHCARE NETWORK

POLICY TITLE: Training – Board Members	CATEGORY: Governance	
EFFECTIVE DATE: 6/26/02 (separated from original Training Policy)	BOARD APPROVAL DATE: 6/13/18	
REVIEW DATE: 8/22/23	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 9/6/23 Megan Rooney, Interim CEO	

APPLIES TO

NorthCare Network Governing Board Members
NorthCare Network SUD Policy Board Members

POLICY

All board members must successfully complete training requirements established by accreditation bodies, MDHHS, and NorthCare Network.

PURPOSE

The policy outlines training requirements for NorthCare Network Governing Board and SUD Policy Board members.

DEFINITIONS

Governing Board – means the governing body of the Entity, appointed by the Members as described in section 3.2.1 of the NorthCare Network Board Bylaws

SUD Policy Board Members - means a designated committee of the NorthCare Network Governing Board, who shall advocate in the planning, development and provision of substance use disorder services. The Board of Commissioners in each Upper Peninsula County shall appoint one member.

REFERENCES

- NorthCare Network Compliance Program
- NorthCare Network Board Bylaws
- NorthCare Network SUD Policy Board Bylaws
- MDHHS Policies & Practice Guidelines
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4868_4900---,00.html

HISTORY

NEW POLICY: 5/21/18

REVISION DATE: 3/21/19, 1/12/21, 8/22/23

REVIEW: 3/21/19, 2/20/20, 1/12/21, 3/25/22, 8/22/23

CEO APPROVAL: 5/21/18, 4/1/19, 2/26/20, 2/2/21, 4/5/22, 9/6/23

BOARD APPROVAL: 6/13/18

PROCEDURES

- A. New board member appointed to the Governing Board or SUD Policy Board will participate in an orientation provided by NorthCare Network’s CEO or designee. New Board Member Orientation is required to be completed within thirty days of the board member’s first board meeting dependent on schedule.

- B. Source documents may be found on the NorthCare Network website www.northcarenetwork.org or paper copies may be requested.

- C. The HR Specialist will create a spreadsheet or utilize the LMS system to track board member training. This will include board member names, training titles, and completion dates based on Governing Board or SUD Policy Board meeting minutes and attendance records.
 - i. Governing Board members may be granted deemed status when receiving annual training through their CMHSP board. Each year a form will be sent to the CMHSPs to verify which initial/annual trainings were completed through the CMHSP board meetings.

NEW BOARD MEMBER ORIENTATION:

All new board members appointed to either the Governing Board or SUD Policy Board will receive the following orientation. All documents will be renewed annually.

Orientation	Required to be Completed:	
CEO (or designee)		
NorthCare Network Orientation	Orientation	Updates as Needed
HR Specialist and Executive Assistant to the CEO– documents are mailed to the new member & renewed annually		
Code of Conduct Policy	Within 2 weeks of receiving packet	Annually
Conflict of Interest Policy	Within 2 weeks of receiving packet	Annually
Code of Conduct/Conflict of Interest Attestation	Within 2 weeks of receiving packet	Annually
Disclosure of Ownership, Control, Criminal Convictions Policy and Instructions	Within 2 weeks of receiving packet	Annually
NorthCare Board Member Managing Employee Disclosure Form	Within 2 weeks of receiving packet	Annually
Privacy Policy and the Personnel Confidentiality and Privacy Attestation Form	Within 2 weeks of receiving packet	Annually
Compliance Plan and Attestation Form	Within 2 weeks of receiving packet	Annually

GOVERNING BOARD MEMBER TRAINING EXPECTATIONS

Governing Board members will receive the following trainings either through orientation, board meetings or their CMHSP Board training schedule. A Governing Board member may be granted deemed status after receiving annual training through the CMHSP board.

Training Title	Meets Requirement(s) For:	Required to be Completed:	
Compliance including Code of Conduct and Conflict of Interest	MI Act 196 of 1973; NorthCare Conflict of Interest; Federal laws - Deficit Reduction Act 2005; Whistleblower Protection Act of 1989 & MI False Claims Act	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Confidentiality & Privacy including HIPAA, Mental Health Code, 42CFR Part 2	Mental Health Code; 45CFR 160 & 164; MDHHS/PIHP Contract; 42CFR	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Current Accreditation Standards	Accreditation	NorthCare Orientation <u>or</u> within 30 days of appointment	As needed
Person-Centered Planning	MDHHS PCP	NorthCare Orientation <u>or</u> within 30 days of appointment	As needed
Quality Assessment and Performance Improvement	MDHHS QAPIP	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Recipient/Enrollee Rights	BBA/MI MH Code Chapter 7	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Recovery Training	MDHHS Recovery Policy and Practice Advisory	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually

SUD POLICY BOARD MEMBER TRAINING EXPECTATIONS

SUD Policy Board members will receive the following trainings either at orientation with NorthCare Network or through a SUD Policy Board meeting and will attest they have received training materials (ex. Board minutes, attestation form).

Training Title	Meets Requirement(s) For:	Required to be Completed:	
Compliance including Code of Conduct and Conflict of Interest	MI Act 196 of 1973; NorthCare Conflict of Interest; Federal laws - Deficit Reduction Act 2005; Whistleblower Protection Act of 1989 & Michigan False Claims Act	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Confidentiality & Privacy including HIPAA, 42CFR Part 2	Mental Health Code; 45CFR 160 & 164; MDHHS/PIHP Contract; 42CFR	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Quality Assessment and Performance Improvement	MDHHS QAPIP	NorthCare Orientation <u>or</u> within 30 days of appointment	As Needed
Recipient/Enrollee Rights	BBA/MI MH Code Chapter 7	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually
Recovery Training	MDHHS Recovery Policy and Practice Advisory	NorthCare Orientation <u>or</u> within 30 days of appointment	Annually