**Supervisors New Hire Guide**

**All Staff**

\_\_\_\_Introduce mentor that is shown on the schedule.

\_\_\_\_ Review Job Descriptions, expectations, objectives, etc.

\_\_\_\_Introduce them to current employees and tour\_\_\_\_ Ehardt, \_\_\_\_CE, \_\_\_ Administration \_\_\_Croswell. *(Different days)*

*\_\_\_\_* Agency Cell Phone Usage *– Form 0532*

\_\_\_\_Review Payroll Procedures (overtime, adjusting time sheets, on-call, timesheet due dates).

\_\_\_\_Review the call in procedure for your department & leave procedure.

\_\_\_\_Review the work hours and break times.

\_\_\_\_Received Keys (IT issued-ID/Fob).

\_\_\_\_Distribute office supplies and see storage areas.

\_\_\_\_Explain internal mail & run times.

*\_\_\_\_*Review Tobacco Use *– BA163 Weapons and Illegal Substances*

\_\_\_\_Review Outlook Oasis Calendars and give upcoming dates of meetings.

\_\_\_\_Review necessary departmental forms & form placement; including purchase requisitions.

\_\_\_\_Review proper note writing for department (note: e-signatures are legal signatures).

\_\_\_\_Review confidentiality with position, reminder to shred all confidential documentation.

*–Form 0061 Confidentiality Statement Send to Human Resources for file.*

\_\_\_\_Review dress code regarding position held. *BA064 Personal Appearance of Employees Issued by HR.*

\_\_\_\_Explain performance review dates.  *BA111 Performance Evaluations*

\_\_\_\_Locate necessary forms/materials for position.

\_\_\_\_Review emergency supply location and emergency situations procedures (i.e.: meeting locations for tornados & fire drills, bomb threats).

*BA006 Emergency Policy Handbook. Issued by HR.*

\_\_\_\_Review necessary departmental training (RR, Staff Meetings, Divisional, PCP, DCH etc.)

\_\_\_\_Review process for reserving agency vehicles, filling vehicles, and vehicle rules (no smoking, eating, cleaning vehicle, etc.)

*BA135 Travel, Mileage and Vehicle Processes*

\_\_\_\_Explain PIHP (Prepaid Inpatient Health Plan, Alliance Lapeer, St. Clair, Sanilac, Genesee).

\_\_\_\_ Review Visitors Policy *BC007 Visitor Policy*

\_\_\_\_ Review Security Door Bars – How to Use [https://www.youtube.com/watch?v=luC\_NnyMB1I&feature=youtu.be](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DluC_NnyMB1I%26feature%3Dyoutu.be&data=04%7C01%7Cjosborn%40sanilaccmh.org%7C7d1229eac1004beb2dfa08d8c6eb09a6%7C234a5851eec942c687a7dcc08621030b%7C0%7C0%7C637478060084016535%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=KJ8HEJk9FKAZshEH4I6NLDL%2BqeALBTW15D3LFITWBwo%3D&reserved=0)

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**Clinical Staff**

\_\_\_\_PIHP Clinical Protocols

\_\_\_\_Medical necessity criteria (Medicaid mental health, developmental disabilities, and substance abuse support services).

\_\_\_\_Utilization Management (PIHP audit). Utilization Review (Sanilac CMH chart review process).

\_\_\_\_PIHP Procedure Codes.

\_\_\_\_Level I and Level II Authorization process.

*-DC1011 Authorization of Level 1 Services by Primary Caseholders & DC1004 Authorization of Services by Doctors or Licensed Practitioners.*

\_\_\_\_Grievance and Appeals *- BA040 Grievance, Second Opinion and Change in Type of Treatment Process.*

\_\_\_\_Review Transfer/referral form.

\_\_\_\_Complete Model Payment Training.

\_\_\_\_Review GF plans/Impacts.

\_\_\_\_Review MI Mental Health Codes.

\_\_\_\_Train in LOCUS, CAFAS, Spend-downs, and COFR’s as needed.

\_\_\_\_PCP Training Scheduled

\_\_\_\_Crisis Training /Procedures.

\_\_\_\_Review Document and service deadlines for department- *see DC1030.*

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Supervisor Signature Date Staff Signature Date

*\*Complete within the first two weeks of hire; send to Human Resources for employee file*. Policy Committee 3/21/2024 Form #0403