


**LEADERSHIP**

CHAPTER: 7	SECTION: 1	SUBJECT: <b>LEADERSHIP</b>
TITLE: <b>LEADERSHIP</b>		
EFFECTIVE DATE: <b>12/15/95</b>	REVISED/REVIEWED DATE: <b>7/18/00, 10/27/03, 9/20/05, 6/5/07, 02/28/11, 6/6/12, 8/26/13, 5/12/14, 9/30/15, 4/6/17, 7/31/19; 09/16/20, 9/21/21, 10/31/22</b>	
ISSUED AND APPROVED BY:  <p style="text-align: center;">EXECUTIVE DIRECTOR</p>		

- I. PURPOSE:**  
To specify leader's responsibility in the organization.
  
- II. APPLICATION:**  
To all Community Mental Health of Ottawa County (CMHOC) leaders.
  
- III. DEFINITIONS:**  
**Leadership:** Individuals, who define goals and expectations for the agency, develop systems to achieve the expectations, evaluate progress toward goals, and provide supervision for management, clinical, and clerical functions across the agency. At CMHOC this includes the Leadership Group under the direction of the CMHOC Executive Director.
  
- IV. POLICY:**  
It is the policy of CMHOC to provide leaders with guidelines that outline their responsibilities within the Agency with respect to the Agency's mission and values.
  
- V. PROCEDURES:**  
Under the direction of the Executive Director:
  - 1. An annual plan will be developed which identifies service needs and gaps in service delivery. The annual plan will be consistent with the Board's mission and values and will meet the Department of Health and Human Services guidelines.
  
  - 2. Leadership will assure that an annual budget is developed and will regularly evaluate adherence to the budget.
  
  - 3. A comprehensive description of services and organizational flowchart will be maintained and revised as necessary.

4. A quality improvement process will be maintained and monitored. Leadership will review quality improvement data and information and will identify agency quality improvement priorities. Consumer satisfaction with services will be consistently reviewed as part of this QI data and information.
5. Mechanisms for communicating information will be developed and utilized.
6. Leadership will conduct planning for new services.
7. A process for reviewing staff competency will be maintained.
8. Leadership will review the adequacy of staff levels to carry out the agency's scope of services, as needed.
9. Leadership will regularly review progress of the agency towards its objectives.
10. There will be job descriptions which describe the scope of responsibility for leaders in the organization.
11. Board policies and written CMHOC agency policies and procedures will be reviewed annually, or as required by regulatory or certifying bodies. Administrative procedures will be reviewed as necessary.
12. Leadership will assure that written policies and procedures are available to staff.

**VII. ATTACHMENTS:**

None applicable.

**VIII. REFERENCE:**

MDHHS Master Contract  
CARF Manual