

REVISED
Governance Committee Meeting
September 17, 2024
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,
August 20, 2024
(EXHIBIT G-1)

IV. REVIEW AND TAKE ACTION

- A. FQHC Co-Application
(Shaukat Zakaria)
- B. Harris Center Integrated Care Bylaws
(Shaukat Zakaria)
- C. Harris Center Integrated Care Articles of Incorporation
(Shaukat Zakaria)
- D. HCIC Annual Operating Budget
(Stanley Adams)
- E. HCIC Annual Capital Budget
(Stanley Adams)
- F. New Policies
1. IDD Medication Storage, Maintenance and Disposal
(EXHIBIT G-2)
 2. Pharmacy Staff Training Policy
(EXHIBIT G-3)
 3. Prescription Monitoring Program (PMP) Policy
(EXHIBIT G-4)
- G. No Changes
1. Behavioral Crisis Safety and Intervention
(EXHIBIT G-5)
 2. Code of Ethics Policy
(EXHIBIT G-6)
 3. Declaration of Mental Health Treatment
(EXHIBIT G-7)
 4. Employee Referral Bonus Program
(EXHIBIT G-8)
 5. Harris Center Advisory Committee
(EXHIBIT G-9)
 6. Pharmaceutical or Patient Assistance Programs (PAP)
(EXHIBIT G-10)

7. Shift Differential
(EXHIBIT G-11)

H. Changes

1. Purchasing Card
(EXHIBIT G-12)
2. Medication Storage, Preparation, and Administration Areas
Policy
(EXHIBIT G-13)
3. Transfers - Promotions – Demotions
(EXHIBIT G-14)

V. REVIEW AND COMMENT

- A. Board Training Topics
(Kendra Thomas)

VI. EXECUTIVE SESSION

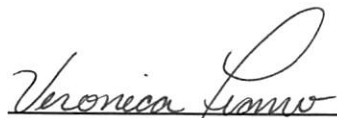
• As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

• As authorized by § 551.074 of the Texas Government Code, performance evaluation of CEO. Mr. James Lykes, Chair of Governance Committee & Dr. R. Gearing, Chair of the Harris Center Board of Trustees

VII. RECONVENE INTO OPEN SESSION

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

IX. 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, AUGUST 20, 2024
MINUTES**

CALL TO ORDER

Mr. Jim Lykes, Chairman called the meeting to order at 8:31 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. L. Moore, Mrs. B. Hellums, Dr. M. Miller, Jr.,
Dr. L. Fernandez

1. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS

Dr. J. Lykes designated Dr. L. Moore, Dr. M. Miller, Jr., Dr. L. Fernandez and Mrs. B. Hellums as voting members of the committee.

2. DECLARATION OF QUORUM

The meeting was called to order at 8:31 a.m.

3. PUBLIC COMMENTS

Public Comments were made by Sheronica Watson regarding the Harris Center Board adoption of the Continuing Employee Communication and Engagement policy. Ms. Watson summarized her concerns about the Continuing Employee Communication and Engagement policy.

4. APPROVAL OF MINUTES

Minutes of the Board of Trustees Governance Committee meeting held on Tuesday,
May 21, 2024

**MOTION: GEARING SECOND: HELLUMS
The Motion passed with unanimous affirmative votes**

BE IT RESOLVED, Minutes of the Board of Trustees Governance Committee meeting held on Tuesday, May 21, 2024, EXHIBIT G-1 has been approved and recommended to the Full Board.

5. REVIEW AND TAKE ACTION

A. No Changes

1. Corporate Card
2. Development and Management for Mental Health and IDD Services Waiver/Interest List
3. Drug and Alcohol Testing Pre-Employment
4. Drug-Free Workplace
5. Employee Counseling, Supervision, Progressive Discipline and Termination
6. Employment Eligibility Verification for Workers in the United States
7. Guidelines for The Use of Purchase Orders for Goods and Non-Community Services
8. Incident Response Policy
9. Information Security Policy
10. Least Restrictive Interventions and Management of Aggressive Behavior
11. Off-Premises Equipment Usage
12. Payment of Accrued Leave Upon Separation
13. Performance Reporting and Monitoring of Service Contracts
14. Pharmacy Services and Outpatient Prescription Purchase Plan
15. Professional Practice Evaluation Policy
16. Sexual Harassment Policy
17. The Requisitioning and Purchasing of Goods and/or Services
18. The Requisitioning and Purchasing of Goods and/or Services Dollar Limit Threshold & Requirements
19. The Use of Service and Assistance Animals in the Harris Center Facilities Pertaining to Patients and Visitors
20. Vehicle Operations
21. Workforce Member Network Internet Use Policy

MOTION: Dr. Moore moved to approve agenda items A1-A21

SECOND: Mrs. Hellums. moved to approve agenda items A1-A21

BE IT RESOLVED, with unanimous affirmative vote, items A1-A21 are approved and recommended to Full Board.

B. New Policy

1. Accident Reporting Policy

MOTION: HELLUMS SECOND: MILLER, JR.

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Accident Reporting Policy EXHIBIT G-23 has been approved and recommended to the Full Board.

2. Continuing Employee Communication and Engagement
Exhibit G-24 Continuing Employee Communication and Engagement policy was previously approved at the July Full Board meeting. No action is required on this agenda item.

3. Crisis Stabilization Unit- Workplace Violence Prevention

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

BE IT RESOLVED, Crisis Stabilization Communication and Engagement EXHIBIT G-25 has been approved and recommended to the Full Board.

4. Delegation of Medical Acts for Nurses, Licensed Vocational Nurses,
Licensed Social Workers, and Unlicensed Staff

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

BE IT RESOLVED, Delegation of Medical Acts for Nurses, Licensed Vocational Nurses, Licensed Social Workers, and Unlicensed Staff EXHIBIT G-26 has been approved and recommended to the Full Board.

5. Drug Diversion Reporting and Response Policy

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

BE IT RESOLVED, Drug Diversion Reporting and Response Policy EXHIBIT G-27 has been approved and recommended to the Full Board.

6. Harris Center Disaster & Emergency Response Plan

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

BE IT RESOLVED, Harris Center Disaster & Emergency Response Plan EXHIBIT G-28 has been approved and recommended to the Full Board.

7. Out-of-State Employment

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

BE IT RESOLVED, Out-of-State Employment EXHIBIT G-29 has been approved and recommended to the Full Board.

8. Pharmacy Hazardous Drugs Policy

MOTION: MOORE SECOND: HELLUMS

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Pharmacy Hazardous Drugs Policy EXHIBIT G-30 has been approved and recommended to the Full Board.

9. Pharmacy and Therapeutics Committee Policy

MOTION: HELLUMS SECOND: MOORE

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Pharmacy and Therapeutics Committee Policy EXHIBIT G-31 has been approved and recommended to the Full Board.

10. Pharmacy Staff Training Policy

MOTION: MOORE SECOND: GEARING

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Pharmacy Staff Training Policy EXHIBIT G-32 has been approved and recommended to the Full Board.

11. Tenant Selection Policy

MOTION: WOMACK SECOND: HELLUMS

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Tenant Selection Policy EXHIBIT G-33 has been approved and recommended to the Full Board.

C. Changes

1. Bylaws of The Professional Review Committee of The Harris Center for Mental Health and IDD with Signature

MOTION: HELLUMS SECOND: MILLER, JR.

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Bylaws of The Professional Review Committee of The Harris Center for Mental Health and IDD with Signature EXHIBIT G-34 has been approved and recommended to the Full Board.

2. Cash Receipts & Bank Deposits

MOTION: HELLUMS SECOND: MOORE

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Cash Receipts & Bank Deposits EXHIBIT G-35 has been approved and recommended to the Full Board.

3. Cellular Phone Distribution and Management

MOTION: MOORE SECOND: MILLER, JR.

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Cellular Phone Distribution Management EXHIBIT G-36 has been approved and recommended to the Full Board.

4. Center-related Meeting Expense

MOTION: MOORE SECOND: HELLUMS

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Center-related Meeting Expense EXHIBIT G-37 has been approved and recommended to the Full Board.

5. Charity Care Policy

MOTION: MOORE SECOND: HELLUMS

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Charity Care Policy EXHIBIT G-38 has been approved and recommended to the Full Board.

6. Confidentiality and Disclosure of Patient/Individual Health Information

MOTION: HELLUMS SECOND: MILLER, JR.

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Drug Diversion Reporting and Response Policy EXHIBIT G-39 has been approved and recommended to the Full Board.

7. Disposal of Fixed Assets

MOTION: WOMACK SECOND: HELLUMS

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Disposal of Fixed Assets EXHIBIT G-40 has been approved and recommended to the Full Board.

8. Dues and Membership Fees

MOTION: HELLUMS SECOND: GEARING

The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Dues and Membership Fees EXHIBIT G-41 has been approved and recommended to the Full Board.

9. Infection Control Plan/Airborne Precautions

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

BE IT RESOLVED, Infection Control Plan/Airborne Precautions EXHIBIT G-42 has been approved and recommended to the Full Board.

10. Investment Policy

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

BE IT RESOLVED, Investment Policy EXHIBIT G-43 has been approved and recommended to the Full Board.

11. IRB Research Procedures and the Committee for the Protection of Human Subjects

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

BE IT RESOLVED, IRB Research Procedures and the Committee for the Protection of Human Subjects EXHIBIT G-44 has been approved and recommended to the Full Board.

12. Moonlighting

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

BE IT RESOLVED, Moonlighting EXHIBIT G-45 has been approved and recommended to the Full Board.

13. Pharmacy and Unit Medication/Drug Inventory

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

BE IT RESOLVED, Pharmacy and Unit Medication/Drug Inventory EXHIBIT G-46 has been approved and recommended to the Full Board.

14. Professional Review Committee

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

BE IT RESOLVED, Professional Review Committee EXHIBIT G-47 has been approved and recommended to the Full Board.

15. Signature for Authorization

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

BE IT RESOLVED, Signature for Authorization EXHIBIT G-48 has been approved and recommended to the Full Board.

16. Travel Policy

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

BE IT RESOLVED, Drug Diversion Reporting and Response Policy EXHIBIT G-49 has been approved and recommended to the Full Board.

17. Whistleblower

MOTION: HELLUMS SECOND: MOORE
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Whistleblower EXHIBIT G-50 has been approved and recommended to the Full Board.

18. Writing Off Self Pay Balances

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

BE IT RESOLVED, Writing off Self Pay Balances EXHIBIT G-51 has been approved and recommended to the Full Board.

D. Crisis Stabilization Unit-Workplace Violence Prevention Plan

MOTION: HELLUMS SECOND: MOORE
The Motion passed with unanimous affirmative votes

BE IT RESOLVED, Crisis Stabilization Unit-Workplace Violence Prevention Plan EXHIBIT G-52 has been approved and recommended to the Full Board.

6. **EXECUTIVE SESSION** –Entered into Executive Session at 9:14am
- 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.
 - Pursuant to Sec. 551.071 of the Texas Government Code, seek legal advice from attorney regarding the Open Meetings Act. Kendra Thomas, General Counsel
7. **RECONVENED INTO OPEN SESSION AT 9:55 AM**
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: MOORE SECOND: HELLUMS
The meeting was adjourned at 9:55 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 **15480307**



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

Owner	Danny Hernandez
Area	Medical Services
Document Type	Agency Procedure

IDD Medication Storage, Maintenance and Disposal

1. PURPOSE:

To outline the process which will be followed for storage, maintenance and disposal of medications in the IDD residential and community settings.

2. APPLICABILITY/SCOPE:

All The Harris Center employees, staff, contractors, volunteers, and interns involved in the preparation, storage, and administration of medications.

3. REGULATORY/REFERENCE DOCUMENTS:

CARF

[Storage of Drugs, 22 Tex. Admin. Code, Part 15, Subchapter A, Rule 291.15](#)

4. DEFINITIONS:

Medication control is identified as the process of physically controlling, storing, transporting, and disposing of medications, including those self-administered by the person served.

5. PROCEDURES:

Medication Storage

- A. All medications shall be properly labeled (individual's name, name of medication, dosage, and instructions for use, etc.)

- B. Medications shall be store under lock and key, controlled medication are to be double locked.
- C. Medications shall be stored separately for each individual.
- D. Oral and topical medications shall be stored separately.
- E. Storage areas shall be kept clean, well lit, and clutter free.
- F. Medications requiring special conditions for storage (refrigeration) shall be store in a separate compartment or refrigerator capable of maintaining the conditions indicated in the directions. Medications shall not be stored in refrigerators where blood, urine or food are kept.

Medication Transport

- A. Medications received from the pharmacy will be verified with current physician orders by the program nurse.
- B. After medication are verified to be correct the nurse will send medications to the home with direct care staff when picking up individuals from the day program or nurse will deliver to the home.
- C. Medications are to be taken straight to the home, and will not at any time be left alone in vehicle.
- D. Medications taken on field trips will be kept in a cooler in a secure location.

Medication Maintenance

- A. Count sheets will be kept for all routine and controlled medications.
- B. Medication count will be completed at the beginning of each shift. Any discrepancies in the count are to be reported to the nurse immediately.
- C. Staff are to request refills of medications when a 7 day supply is remaining (3 in CRU). If refill is not received within 4 days notify the nurse.
- D. All ordered PRN medications shall be available.
- E. Nurse will make medication monitoring visits once ~~a month~~ bi-weekly to review medication supply, medication expiration, and medication administration and documentation.
- F. Nurse will reconcile medication, MAR, and orders when received from the pharmacy and deliver to the homes.

Offsite ~~Off~~ isite Medication Use

A. Home Visits:

1. When individuals go on home visits enough medications will be sent with the individual to cover all scheduled medication times.
2. Staff will complete the medication count on the "Residential Service-Therapeutic Pass" prior to the individual leaving the facility and again when they return. Any discrepancies shall be reported to the nurse.

B. Emergency Evacuation:

1. In the event of an evacuation all medication bins will be taken along with the medication administration records (MAR), medication count sheets, client info sheet,

and insurance information.

2. Medication will be securely stored at the location site.

C. Field Trips

1. When medications are scheduled during a field trip staff will call nurse to determine if the medication can be given prior to departure or after arrival from the trip.
2. If medication must be given during the trip staff will take medication to be given, MAR and count sheet.

Medication Disposal

- A. Expired and discontinued medications (including controlled) shall be removed from the medication bin and placed in a bag to return to the nurse along with the count sheets.
- B. Nurse shall verify medications for disposal and place in the approved medication disposal container to send to the pharmacy.
- C. Once container is full nurse will notify the pharmacy for pickup of medications.

~~6. RELATED POLICIES/FORMS:~~ (Procedure must list the Agency Related Policy)

7. RELATED POLICIES/FORMS: MED.PHA.A.2 - Medication Storage,

Preparation, and Administration Areas

Medication Count Sheet

Residential Service-Therapeutic Pass

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2024
2nd Legal Review	Kendra Thomas: Counsel	07/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	06/2024
Legal 1st Review	Obiajulu Enaohwo	06/2024

Department Review I	Kia Walker: Chief Nursing Officer	06/2024
Initial	Danny Hernandez	06/2024

EXHIBIT G-3

Status **Pending** PolicyStat ID **15691043**



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

Owner	Tanya White: Mgr
Area	Medical Services
Document Type	Agency Policy

Pharmacy Staff Training Policy

1. PURPOSE:

The purpose of this policy is to define the process for supervision and delegation of training of Harris Center Pharmacy Staff.

2. POLICY:

The Harris Center for Mental Health and IDD (Harris Center) employs Pharmacists, Pharmacy Interns, Pharmacy Students, Pharmacy Technicians, Pharmacy Technicians in Training and Pharmacy Clerks Registered by the Texas State Board of Pharmacy. They work under the delegated authority of a Pharmacist in Charge licensed by the Texas State Board of Pharmacy (TSBP). The Harris Center will comply with all rules and regulations that govern this arrangement including those set forth by the Texas State Board of Pharmacy (TSBP) as applicable.

3. APPLICABILITY/SCOPE:

All Harris Center Pharmacies

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

Pharmacy Training Checklist

Job Description

Pharmacy Operations and Prescription Processing Policy

Employee Handbook

5. PROCEDURE:

~~Pharmacy Technician Use and Supervision Procedure~~ [Pharmacy Technician Use and Supervision Procedure](#)

~~Pharmacy Staffing Procedure~~ [Pharmacy Staffing Procedure](#)

Pharmacy Technician Training Program Procedure

~~Pharmacy APPE Student/Intern Procedure~~ [Pharmacy APPE Student/Intern Procedure](#)

Pharmacist Training Checklist

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas State Board of Pharmacy:

[Pharmacy Technicians and Pharmacy Technician Trainees, 22](#) Texas Administrative Code, Rule §297.1 – 297.7

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	08/2024
Legal 2nd Review	Kendra Thomas: Counsel	07/2024
Pharmacy & Therapeutic Committee	Angela Babin: Dir	07/2024
Pharmacy Department Review	Tanya White: Mgr	06/2024
Legal 1st Review	Obiajulu Enahwo	06/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	06/2024
Initial	Tanya White: Mgr	05/2024

EXHIBIT G-4

Status **Pending** PolicyStat ID **16005195**



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

Owner	Tanya White: Mgr
Area	Medical Services
Document Type	Agency Policy

Prescription Monitoring Program (PMP) Policy

1. PURPOSE:

The purpose of this policy is to ensure that all applicable employees at The Harris Center for Mental Health and IDD (The Harris Center) evaluate the appropriate dispensing of controlled substances to consumers and report Texas Prescription Monitoring Program (Texas PMP) data.

2. POLICY:

It is the Policy of the Harris Center to value the safety of all patients ~~therefore before~~. Before prescribing certain medications, all applicable staff will check the Texas Prescription Monitoring Program (PMP), a statewide database that tracks prescription data of controlled substances and medications with misuse potential. These medications include opioids, benzodiazepines, barbiturates, stimulants, sedatives, and muscle relaxers.

3. APPLICABILITY/SCOPE:

All individuals employed by the Harris Center with Prescribing Authority including interns, externs, residents and all pharmacy staff.

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

[MED.PHA.A.5 Pharmacy Services and Outpatient Prescription Purchase Plan](#)

[MED.PHA.A.5The Harris Center Professional Review Committee Policy](#)

[MED.PHA.A.6 The Harris Center Pharmacy Peer Review Policy](#)

[How to Register for TX PMP AWARE.docx](#)

5. PROCEDURE:

Pharmacy Texas PMP (Prescription Monitoring Program) Review Procedure

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

[About - Texas Prescription Monitoring Program \(txpmp.org\)](#)

Texas State Board of Pharmacy Rules and Regulations DEA Pharmacist Manual, Section IX
Prescriptions, Texas Health & Safety Code §481.074

Schedule II Prescriptions, Texas Health & Safety Code §481.075

The Controlled Substances Act, DEA United States Drug Enforcement Administration.
<https://www.dea.gov/drug-information/csa>

Persons Entitled to Fill Prescriptions, 21 CFR §1306.04 (a)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	09/2024
Legal 2nd Review	Kendra Thomas: Counsel	08/2024
Pharmacy & Therapeutic Committee	Angela Babin: Dir	07/2024
Pharmacy Department Review	Tanya White: Mgr	07/2024
Legal 1st Review	Obiajulu Enahwo	07/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	07/2024
Initial	Tanya White: Mgr	06/2024

Status **Pending** PolicyStat ID **16214799**



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

Owner	Maheshkumar Patel
Area	Medical Services
Document Type	Agency Policy

MED.MH.A.1 Behavioral Crisis Safety and Intervention

1. PURPOSE:

To ensure the safety of consumers and employees to the fullest extent possible by providing timely, prudent and the least restrictive action when a person poses a threat of harm to self or others.

2. POLICY:

It is the policy of The Harris Center to protect the health, safety, and well-being of its consumers and employees by taking timely, prudent and the least restrictive action to prevent, assess the risk of, intervene in and respond to threats of harm to self (suicide), others (violence) and or behavioral health crisis.

3. APPLICABILITY/SCOPE:

All Harris Center programs and locations.

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

- The Harris Center's Policy and Procedure Handbook ([hyperlink](#))
- Event Report (RLS)
- The Harris Center Suicide Prevention CARE PATHWAY ([include hyperlink here](#))
- HPD CIRCULAR (review if it needs to be in a procedure) ([include hyperlink here](#))

5. PROCEDURES:

N/A

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- TAC Title 37 Part 11 Chapter 380 Subchapter C. Division 4. Health Care Services. Rule 380.9187. Suicide Alert Definitions
- American Association of Suicidology. <https://suicidology.org/resources/warning-signs/>
- Mental Health Community Services Standards. General Provisions. Texas Administrative Code. Title 26 Part 1. Chapter 301. Subchapter G. Division 1. Rule 301.303. Definitions.
- Texas Mental Health Code Chapter 571. General Provisions: Sec 571.002
- Provider Clinical Responsibilities Mental Health Services, 25 Tex. Admin. Code, Part 1, Chapter 415
- Prescribing of Psychoactive Medications, 25 Tex. Admin. Code, Part 1, Chapter 415, Subchapter A
- Interventions in Mental Health Services, 25 Tex. Admin. Code, Part 1, Chapter 415, Subchapter F
- Determination of Manifest Dangerousness, 25 Tex. Admin. Code, Part 1, Chapter 415, Subchapter G
- Emergency Detention, Health and Safety Code, Title 7 Mental Health and Intellectual Disability, Subtitle C Texas Mental Health Code, Chapter 573

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO	Wayne Young: Exec	09/2024
Legal 2nd Review	Kendra Thomas: Counsel	08/2024
Legal 1st Review	Obiajulu Enaohwo	08/2024
Department Review I	Luming Li: Chief Medical Ofcr (1101 1817) [MP]	08/2024
Initial	Maheshkumar Patel	08/2024

EXHIBIT G-5

Status **Pending** PolicyStat ID **16214795**



Origination	09/2021	Owner	Wayne Young: Exec
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	09/2023		
Next Review	1 year after approval		

LD.A.13 - Code of Ethics Policy

1. PURPOSE:

The Harris Center for Mental Health and IDD ("The Center") requires its directors, officers, employees and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of The Center, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

All Harris Center Board of Trustees, employees, interns, volunteers and contractors.

2. POLICY:

The purpose of the Code of Ethics policy (the "Policy") is to increase awareness of potential conflicts of interest and to ensure that all Board of Trustees and personnel always demonstrate and adhere to the highest standards of ethical and professional conduct. The Policy is to ensure that the actions of all personnel reflect a competent, respectful, and professional approach when serving consumers, their families and/or representative, working with other providers, and interacting in the community we serve.

A. Conflicts of Interest

Trustee:

No trustee shall participate in a vote or decision on a matter involving a business entity or contract in which the Trustee or any related person in the first degree by consanguinity or affinity has a substantial interest or take any steps, directly or indirectly, to influence or persuade other Trustees or any employee in connection with such matter, if it is reasonably foreseeable that an action on the matter would confer an economic benefit on the business entity. A person has a substantial interest in a business entity if:

- a. The person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
- b. Funds received by the person from the business entity exceeds 10% of the person's gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

If a Trustee or any related person has a substantial interest in a business entity or in real property, the Trustee, before a vote or decision on any matter involving the business entity or the real property, where it is reasonably foreseeable that any action on the matter will have a special economic effect on the business entity or on the value of the property distinguishable from its effect on the public, shall file an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter. Such affidavit shall be filed with the secretary of the Board of Trustees and shall be maintained in the records of the Center.

A Trustee shall not hold another office or position where one office is accountable or subordinate to the other, or where there is an overlap of powers and duties such that the Trustee could not independently serve in both positions.

Employee:

Except in the circumstances and on the conditions provided below, no employee shall participate in any decision or take any action in his or her capacity as an employee of the Center on a matter involving a business entity or real property in which the employee or any related person has an interest where it is reasonably foreseeable that a decision or action on the matter would confer an economic benefit on the business entity, the employee or related person.

Any employee engaged in providing clinical/rehabilitative services and/or support outside of Center employment must obtain prior written approval from their department head, appropriate Vice President and the Chief Executive Officer Providing such services and/or support may be allowed if it does not interfere with or violate the efficient operation of The HARRIS CENTER or Board of Trustees approved Code of Ethics. Employees may not use Agency facilities or Agency property to assist them in providing such outside services and/or support; nor can employees use the Center's resources, personnel, facilities, or equipment for purposes other than for Center business.

Trustee and/or Employee:

No Trustee, nor any employee, shall accept any employment, office, or other position which might be expected to impair the independence or the judgment of such person in the performance of his or her duties with the Center.

Examples of Conflict of Interest:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of

the employment, while you are employed with The Harris Center.

2. Hiring or supervising family members or closely related persons.
3. Owning or having a substantial interest in a supplier or contractor of The Harris Center.
4. Having a personal interest, financial interest or potential gain in any Harris Center transaction.
5. Placing company business with a firm owned or controlled by a Harris Center employee or his or her family.
6. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to Harris Center employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

B. Nepotism

1. A Trustee or Chief Executive Officer may not hire as a paid officer or employee of the community center a person who is related to a member of the board of trustees by affinity within the second degree or by consanguinity within the third degree.
2. An officer or employee who is related to a member of the board of trustees in a prohibited manner may continue to be employed if the person began the employment not later than the 31st day before the date on which the member was appointed.
3. The officer or employee or the member of the board of trustees shall resign if the officer or employee began the employment later than the 31st day before the date on which the member was appointed.
4. If an officer or employee is permitted to remain in employment under subsection (2), the related member of the Board of Trustees may not participate in the deliberation of or voting on an issue on an issue that is specifically applicable to the officer or employee unless the issue affects the entire class or category of employees.

The term "relative" as used in this section means any person related to the Trustee or employee (not closer than Aunt, Uncle, or Cousin).

C. Commencement of Service

Upon appointment as a Trustee and upon the employment of any employee, each Trustee and each employee shall execute an acknowledgement that he or she has read this Code of Ethics, any and all changes, revisions, or additions as amended; agrees to abide by its terms and conditions; and represents to the Center that, to the best of his or her knowledge and belief, he or she is not aware of any prior or existing violations of such Code of Ethics.

D. Exchange of Gifts, Money and Gratuities

The Harris Center is committed to competing solely on the merit of our services. We should

avoid any actions that create a perception that favorable treatment of outside entities by The Harris Center was sought, received, or given in exchange for personal business courtesies.

Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom The Harris Center does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law regulation or policies of The Harris Center or customers or would cause embarrassment or reflect negatively on The Harris Center's reputation.

Employees should always ask themselves whether it is appropriate to accept something from a person who wants, or may want, or may be seen to want, an official favor within their authority. It is unethical to accept or give a gift that is meant to sway a decision in favor of the gift-giver.

No Trustee or employee shall ask for, accept or agree to accept money, loans or anything of value as consideration for a decision or other exercise of discretion by a Trustee or employee.

A Trustee or employee shall reject any benefit for his or her past official actions in favor of another person.

No Trustee or employee shall exercise his or her official position without authority, fail to perform a required duty, or take or use any property of the Agency with the intent to obtain a personal benefit.

A Trustee or employee shall not misuse information that he or she receives, in advance other public entities, because of the Trustee's or employee's official capacity. A Trustee or employee shall not engage in any business activity that might lead to the disclosure of confidential information of the Agency or any of its consumers.

A Trustee or employee shall reject any job, favor, or other benefit that might tend, or is intended, to impair or influence his or her official conduct or independence.

Trustees and employees owe a duty of loyalty to the Agency and may not engage in any action on their own personal behalf, or that of another, which conflicts with the interests of the Agency.

No Trustee or employee shall engage in any related business activity or use a previous position of the Trustee or employee to gain any personal benefit for a period of one year following his or her separation as a Trustee or employee of the Agency.

No employee shall receive or accept compensation from any source other than the Agency, for the same services to the same consumer for which they receive compensation from the Agency.

E. Personal Fundraising

It is the policy of The Harris Center to minimize disruptions in the workplace cause by the unauthorized sale of items, solicitations of contributions, or the distribution of advertising

materials. Furthermore, it is counterproductive for employees to feel pressured to contribute financially to any enterprise whether it is a for-profit or non-profit.

1. Fundraising and/or solicitation by or of employees during work hours and/or on Harris Center property without authorization from their immediate supervisor or designee is strictly prohibited.
2. Solicitation means any verbal or written communication which encourages, demands, or requests a contribution of money, time, effort or personal involvement for any enterprise. This includes, but is not limited to, charitable or personal profit activities such as, selling products of any kinds, raffle tickets, admissions to events and donations to assist persons experiencing a personal crisis.
3. Employees who wish to solicit on behalf of their children's schools, scouting programs, or other not-for-profit purposes, including for the benefit of a person or co-worker involved in a personal tragedy, must submit a written request to their immediate supervisor.
4. Employees may not initiate any fundraising and/or solicitation activities until written authorization has been obtained from their immediate supervisor.
5. The Harris Center's interoffice and email systems may not be used to communicate information about non-Harris Center sponsored fundraising activities.

F. Service Delivery

1. The Harris Center will provide quality behavioral health care in a manner that is, determined to be medically necessary, effective and the least restrictive treatment alternative.
2. Ensure that consumer information is kept confidential according to applicable federal, state, and local laws.
3. All Harris Center employees, contractors, volunteers, and interns shall follow current ethical standards regarding communication with consumers (and their representatives) regarding services provided.
4. The Harris Center will inform consumers about alternatives and risks associated with the care they are seeking and obtain informed consent prior to any clinical interventions.
5. The Harris Center recognizes the right of consumers to make choices about their own treatment, including the right to refuse treatment.

G. Setting boundaries

While the nature of the job responsibilities of the Center staff members requires that they interact closely with consumers, it should be emphasized that these relationships must be kept on a professional level. It is the responsibility of the Center staff member to ensure that a supportive, yet professional relationship is maintained, and is perceived as such by all involved.

No Trustee or employee of the Agency shall file for managing conservatorship or guardianship, petition to terminate parent/child relationships, or file for adoption of any child who is a consumer or whose family is a consumer of The HARRIS CENTER.

All current and former Trustees, employees, Consultants, and Volunteers of The HARRIS CENTER will hold all information pertaining to The HARRIS CENTER, its consumers, and its employees in confidence, and shall not engage in any activity that might lead to the disclosure of confidential information of the Center or its consumers, except as may be required by law.

All Harris Center Employees, contractors, interns, and volunteers shall adhere to the following guidelines:

1. Place the needs of their consumers on their caseload at the center of any treatment-related decisions that you make about them and their lives.
2. Shall not disclose personal or financial information with consumers.
3. Understand the limitations of their role and personal capabilities, and when to refer to other professionals or to seek further support and advice.
4. Refrain from connecting with their consumers on social media.
5. Maintain a courteous and respectful attitude with all consumers equally.
6. Do not give or accept gifts, loans, money, or other valuables to or from the consumer.
7. Always clarify your professional role with the consumer.

H. Witnessing of legal documents

1. Harris Center employees shall not agree to be a witness or sign as a witness on any legal documents (e.g., Declaration for Mental Health Treatment, durable power of attorney, medical power of attorney, wills) a consumer presents.
2. Employees shall inform the consumer they will need to obtain their witnesses not employed or contracted by the Harris Center for legal documents.
3. Employees who are notary publics and obtained their commission for Harris Center business shall only notarize documents related to The Harris Center business.

3. APPLICABILITY/SCOPE:

All Harris Center Board of Trustees, employees, interns, volunteers and contractors.

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

Agency Compliance Plan

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Community Centers, Tex. Health & Safety Code Ch. 534
- Regulation of Conflicts of Interest of Officers of Municipalities, Counties and Certain Other Local Governments, Tex. Local Government Code Chapter 171

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Initial Assignment	Wayne Young: Exec	08/2024

EXHIBIT G-6

Status **Pending** PolicyStat ID **16352063**



Origination	06/2006	Owner	Keena Pace: Exec
Last Approved	N/A	Area	Assessment, Care & Continuity
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	10/2023		
Next Review	1 year after approval		

ACC.A.14 Declaration of Mental Health Treatment

1. PURPOSE:

The purpose of this policy is to ensure that The Harris Center staff are informed, trained, and demonstrate competence accordingly with regards to Declarations of Mental Health Treatment. All Harris Center patients have the right to execute a Declaration of Mental Health Treatment.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD (The Harris Center) to offer persons served an opportunity to make a Declaration for Mental Health Treatment. This opportunity is offered to each person upon entry into THE HARRIS CENTER services and when services are sought through the Psychiatric Emergency Services programs, including the Crisis Stabilization Unit of The Harris Center. All Harris Center staff have a duty to act in accordance with Declarations for Mental Health Treatment to the fullest extent possible.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center staff, employees, contractors, volunteers and the clients and family/legally authorized representatives accessing services with The Harris Center as applicable.

4. PROCEDURES:

[ACC.B.14 Declaration of Mental Health Treatment](#)

5. RELATED POLICIES/FORMS:

[Assurance of Individual Rights](#)

RR3A

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Civil Practices and Remedies Code, Chapter 137-Declaration for Mental Health Treatment Interventions in Mental Health Services; Staff Member Training, Title 25 Texas Administrative Code §415.257

CCBHC 2.C.3 Availability and Accessibility of Services

Attachments

[A: Declaration for Mental Health Treatment](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Departmental Review	Keena Pace: Exec	08/2024
Initial Assignment	Keena Pace: Exec	08/2024

EXHIBIT G-7

Status **Pending** PolicyStat ID **15738313**



Origination 03/2001
 Last Approved N/A
 Effective Upon Approval
 Last Revised 06/2023
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR.A.7 Employee Referral Bonus Program

1. PURPOSE:

The purpose of The Harris Center for Mental Health and IDD (The Harris Center) employee referral bonus program is to have an internal recruiting incentive to encourage employees to refer qualified candidates within their networks for jobs at The Harris Center in an effort to reduce voluntary turnover and retain talent.

2. POLICY:

In appreciation to staff for assisting The Harris Center for attracting and recruiting qualified persons into The Harris Center workforce, employees who refer persons who become employees of The Harris Center for the first time shall be provided an Employee Referral Bonus subject to the terms of this policy and related procedures.

3. APPLICABILITY/SCOPE:

All The Harris Center employees and staff.

4. RELATED POLICIES/FORMS:

- Employee Handbook
- Employee Referral Bonus Program Form

- Employee Referral Bonus Eligible Position List

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	08/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Department Review	Joseph Gorczyca	07/2024
Initial Assignment	Toby Hicks	07/2024

EXHIBIT G-8

Status **Pending** PolicyStat ID **16352062**



Origination	11/2022	Owner	Keena Pace: Exec
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	10/2023		
Next Review	1 year after approval		

LD.A.17 Harris Center Advisory Committee

1. PURPOSE:

The purpose of the Advisory Committee shall be to advise The Harris Center of Mental Health and IDD Board of Trustees and/or Executive staff on matters, including planning, policy development, coordination, including coordination with criminal justice entities, resource allocation, and resource development, relative to the provision of services and supports to residents of Harris County.

2. POLICY:

The BH & IDD Advisory Committee gathers information related to existing and/or needed services, identify problem areas regarding consumer services and supports and/or systematic issues, receives input from the community, and ensures the viewpoint(s) of the primary (consumer) and secondary (family member) stakeholders are communicated to the Board of Trustees and the Executive Director.

3. APPLICABILITY/SCOPE:

This policy applies to the Board of Trustees and executive staff of The Harris Center.

4. PROCEDURES:

[Harris Center Advisory Committee](#)

5. RELATED POLICIES/FORMS:

N/A

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

CARF 1. A. Leadership

Certified Community Behavioral Health Clinics (CCBHC). Criteria 6.B: Governance. Standard 6.b.1.

Advisory Committees, Tex. Health and Safety Code §534.012

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Initial Assignment	Keena Pace: Exec	08/2024

EXHIBIT G-9

Status **Pending** PolicyStat ID **16020730**



Origination	08/2017
Last Approved	N/A
Effective	Upon Approval
Last Revised	07/2023
Next Review	1 year after approval

Owner	Danyalle Evans
Area	Medical Services
Document Type	Agency Policy

MED.PHA.A.1 Pharmaceutical or Patient Assistance Programs (PAP)

1. PURPOSE:

The purpose of this policy is to establish best practices regarding any Patient or Pharmacy Assistance Program (PAP).

2. POLICY:

It is the policy of The Harris Center to ensure and support best practices for the management and governance of PAP and that the following policies are to be adhered to:

- Adhere to applicable governing laws, regulations, rules, and manufacturer guidelines for PAP brand or generic medications, including but not limited to application for, ordering, receiving, transferring to the Pharmacy, dispensing to Financially Disadvantaged or Indigent patients and disposition of expired or unused pharmaceuticals.
- PAP products are received at each pharmacy location or at a centralized location to reduce the chances of package loss and to streamline the package receipt process. Packages distributed to the central location shall be transferred to individual clinics for PAP management. Dispensing consistent with internal pharmacy procedures and in accordance with sponsored program recommendations will be done in all cases. Patient specific PAP oral medications may be shipped by sponsoring PAP programs to the patient's residence, unless deemed inappropriate by the prescriber and/or pharmacy team.
- Annually Physicians and Pharmacists will receive a PAP Authorization and Pharmacy Acknowledgment form for review and signature for the applicable PAP program. The form reaffirms the professional's participation in PAP and notice of any applicable rules, regulations,

guidelines, or legal change(s).

- All pharmaceuticals are to be disposed of in accordance with internal disposition procedures and/or per manufacturer request as confirmed and documented with individual manufacturer.
- Information gathered or exchanged through PAP is considered protected health information and subject to the Health Insurance Portability and Accountability Act (HIPAA) such that access is limited in accordance with 45 CFR Part 160 and Part 164.
- PAP has no requirement of financial remuneration and there is never a charge for PAP medication brand or generic.

3. APPLICABILITY/SCOPE:

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

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

- Patient Attestation Form – The HARRIS CENTER
- PAP Authorization to Disclose – Medicaid Eligibility Status Form
- Texas HHS Form H1003 – Appointment of an Authorized Representative to Allow Another Person to Act for You
- Authorization to Provide Navigator Support to Complete a Medicaid Application On-Line
- PAP Notification of Pending Eligibility Status
- Zero Income Letter
- Zero Income Letter Modifiable for Special Circumstances
- Distribution of PAP from SW to other Clinic Pharmacies
- Transfer of Medications in or Out of a Pharmacy
- Transfers of Medications in or Out of Pharmacy Form(s)
- Monthly Unit Inspections
- Monthly Unit Inspection Form
- PAP Haldol Injection Protocol
- Pharmacy Records Retention
- PAP Disposition
- PAP Disposition Documentation Log

5. PROCEDURES:

[Pharmaceutical or Patient Assistance Programs \(PAP\)](#)

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Texas Food, Drug and Cosmetic Act, Drug Donation Program, 6 Health and Safety Code, Chapter 431
- Charitable Immunity & Liability, 4 Texas Civil Practice and Remedies Code, Chapter 84
- Pharmacy and Pharmacists, 3 Texas Occ Code, Chapter 551-556, 559
- Texas State Board of Pharmacy, 22 Tex. Admin. Code, Part 15, Ch 281-311
- Donation of Unused Drugs, 25 Tex. Admin. Code, Chapter 229
- CARF Section 2

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Final Legal Review	Kendra Thomas: Counsel	08/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	06/2024
Initial Assignment	Danyalle Evans	06/2024

EXHIBIT G-10

Status **Pending** PolicyStat ID **15738302**



Origination	08/2000
Last Approved	N/A
Effective	Upon Approval
Last Revised	06/2023
Next Review	1 year after approval

Owner	Toby Hicks
Area	Human Resources
Document Type	Agency Policy

HR.A.22 Shift Differential

1. PURPOSE:

The purpose of this policy is to provide guidance about shift differentials and to ensure consistent salary treatment for eligible employees.

2. POLICY:

As a mechanism to meet the prevailing wages, The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) **may** pay a shift differential to employees assigned to regular duties an evening, night, and/or weekend shifts, or any other division of a regular day.

The justification for approval of shift differential must be prepared by the Department Head, approved by the appropriate operational Vice President or Chief, and the Vice President of Human Resources, on a program-by-program basis. Additional approvals may be required.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center.

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

Shift Differential Time Sheet PER:20-001

5. PROCEDURES:

Shift Differential

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- The Harris Center's Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Department Review	Joseph Gorczyca	07/2024
Initial Assignment	Toby Hicks	07/2024

EXHIBIT G-11

Status **Pending** PolicyStat ID **14121259**

Origination	08/2013	Owner	Nina Cook: Dir
Last Approved	N/A	Area	Fiscal Management
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	09/2024		
Next Review	1 year after approval		

FM.A.5 - Purchasing Card

1. PURPOSE:

The purpose of the Purchasing Card (P-Card) Program is to provide the Harris Center with an efficient and controllable method of making small dollar commodity purchases not covered by a Harris Center Supply Contract. The Harris Center for Mental Health and IDD's Purchasing Card (P-Card) Program facilitates the procurement of low dollar value items. The P-Card program eliminates most of the paperwork associated with Agency purchases.

2. POLICY:

Employees who are authorized to purchase goods and or services may request a P-Card; however, individual departments can impose more restrictive requirements and limits. P-Cards are assigned to individuals. The individual whose name appears on the card is ultimately responsible for charges to that card. P-Cards are to be used by the person to whom it is issued. Sharing Purchasing Cards is prohibited.

Purchases made with the agency P-Card must only be for the use and benefit of The Harris Center. The card is to be used in place of petty cash, small dollar regular purchase orders, emergency purchase orders and whatever authorized Merchant Category Codes (MCC) are approved and setup for program/department use. Purchases on the card are for approved Center purposes only.

Small Dollar Purchases:

- A. Any transaction that does not exceed \$3,000 per Transaction, the Cardholder's Monthly Transaction limit, purchases over authorized amount and/or whichever is lesser. (Special approval is required for exceptions).
- B. Over-the-counter type retail purchases normally made using a charge account or small dollar

purchases which includes purchases over the internet etc. (Ex: books, publications).

- C. Any other business related purchase as long as the vendor accepts credit cards, and the goods purchased are not covered under a Center Supply Contract.

3. APPLICABILITY/SCOPE:

This Policy applies to all staff approved to use the Payment Card (P-Card) Program Agency-wide.

4. PROCEDURES:

- A. ~~FM19B - Requisitioning and Purchasing of Goods and / or Services~~ FM.B.7 - Requisitioning and Purchasing of Goods and / or Services
- B. ~~FM12B - Purchasing Card (P-Card) Program Procedures~~ FM.B.5 - Purchasing Card (P-Card) Program Procedures
- C. ~~FM20B - The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements~~ FM.B.8 - The Requisitioning and Purchasing of Goods and / or Services Dollar Limit Threshold & Requirements

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

- Attachment A - TAX EXEMPTION CERTIFICATE
- Attachment B - PURCHASING CARD AGREEMENT
- Attachment C - ONLINE CUSTOMER SERVICES CONTACT & P-CARD ADMINISTRATOR CONTACT INFORMATION
- Attachment D - PURCHASING CARD APPLICATION/INSTRUCTIONS

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- State of Texas Commercial Charge Card Program Guidelines
- Use of Payment Cards by State Agencies, Title 34 Tex. Administrative Code Part 1, Chapter 5, §5.57
- The Harris Center approved Policy and Procedures

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending

CEO Approval	Wayne Young: Exec	08/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Department Review	Stanley Adams	08/2024
Initial Assignment	Nina Cook: Dir	08/2024

EXHIBIT G-12

Status **Pending** PolicyStat ID **16020731**



Origination 05/1993
 Last Approved N/A
 Effective Upon Approval
 Last Revised 06/2024
 Next Review 1 year after approval

Owner Tanya White: Mgr
 Area Medical Services
 Document Type Agency Policy

MED.PHA.A.2 - Medication Storage, Preparation, and Administration Areas Policy

1. PURPOSE:

To establish a uniform policy for the storage, security, preparation, and administration areas for medications.

2. POLICY:

It is the policy of The Harris Center for a Pharmacist, or other appropriately trained individuals under the supervision of the Director of Pharmacy (DOP), to ensure that all medications maintained by the Agency are stored safely, securely, and properly following manufacturer/supplier recommendations (e.g. proper sanitation, temperature, light, moisture, ventilation, and segregation conditions) and state laws and rules. The Pharmacy Department will conduct regular inspections of all drug storage areas within the Harris Center Pharmacies and each service site responsible for the containment of drugs.

3. APPLICABILITY/SCOPE:

All Harris Center Mental Health and IDD service sites, clinics, treatment programs, residential care programs, and pharmacies.

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

[Medical Services](#)

[Pharmacy and Unit Medication / Drug Inventory](#)

[Nursing Unit Inspection Form](#)

5. PROCEDURES:

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

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Pharmacy and Pharmacists, Title 3 Texas Occupations Code Subtitle J, Chapters 551 and 552.
- All Classes of Pharmacies, Title 22 Texas Administrative Code Subchapter A, Chapter 291.
- Storage of Drugs, Title 22 Texas Administrative Code Subchapter A, Chapter 291.15
- Prescribing of Psychoactive Medication, Title 25 Texas Administrative Code Chapter 415, Subchapter A.
- Health, Safety and Rights, Title 40 Texas Administrative Code Rule 2.313(c) and (d)
- National Institute of Standards and Technology Reports (NISTIR) 7656 and 7753
- CARF. Accreditation Standards. Section 2. E. Medication Use
- CDC Storage and Handling Tool Kit

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	09/2024
Legal 2nd Review	Kendra Thomas: Counsel	08/2024
Pharmacy & Therapeutic Committee	Angela Babin: Dir	06/2024
Pharmacy Department Review	Tanya White: Mgr	06/2024
Legal 1st Review	Obiajulu Enaohwo	06/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	06/2024
Initial	Tanya White: Mgr	06/2024

EXHIBIT G-13

EXHIBIT G-14

Status **Pending** PolicyStat ID **15738317**



Origination 03/1995
 Last Approved N/A
 Effective Upon Approval
 Last Revised 07/2024
 Next Review 1 year after approval

Owner Toby Hicks
 Area Human Resources
 Document Type Agency Policy

HR.A.25 Transfers - Promotions - Demotions

1. PURPOSE:

The purpose of this policy is to develop, mobilize, and retain staff of the highest quality. The Harris Center provides equal opportunities for the recruitment, professional growth, and advancement of all employees while providing guidelines for employee promotion, transfer, and demotion.

2. POLICY:

Any transfer, promotion, or demotion will be based on documented evidence of the employee's job qualifications and performance.

3. APPLICABILITY/SCOPE:

This policy applies to all staff employed by The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) including, both direct and contracted employees.

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

• Personnel Action Form	
• Transfer Application	

- Referral for Hire Form

5. PROCEDURES:

Transfers - Promotions - Demotions

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- Employment
- The Harris Center's Employee Handbook

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Department Review	Joseph Gorczyca	07/2024
Initial Assignment	Toby Hicks	07/2024