

Washtenaw County Community Mental Health

Drug Free Workforce Reporting – (policy)

PURPOSE

To ensure all Washtenaw County Community Mental Health (WCCMH) staff abide by external funder private, state or federal reporting requirements.

POLICY

- Staff compensated via federal funding for janitorial services will notify leadership within 5 days of a drug conviction for a violation occurring in the workplace. Leadership will notify contracting office within 10 days after receiving the notification.
- Staff will utilize additional reporting databases/systems such as HMIS when required by funder.
- Staff will submit all report to designated Finance/Administrative staff.

DEFINITIONS

HMIS – Homeless Management Information System, a local information technology system used to collect client level data on the provision of housing and service to homeless individuals

PROCEDURES

None

REFERENCES

None

EXHIBITS

None