



Board of Directors

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Meeting Information

September 15, 2022
04:30 PM - 06:00 PM
BOARD ROOM
Bylaws: Governing Documents

Meeting Attendance

Chairperson: Cescolini, Jennifer
Secretary: Gardipee, Laurie

Members:

Cech, William
Granquist, Alison
Hofer, Millie
Korpi, Tom
Luhtanen, Joan
Martin, Ann
Negro, Mari
Pasternak, Nancy
Phillips, Patricia
Pirlot, Kevin
Roberge, Robert
Stein, Mary

1. Public Comment

2. Call Meeting to Order

3. Roll Call

4. Pledge of Allegiance

5. Action Item: Approval of Consent Agenda

1. Board of Directors - September 01, 2022
2. Emergency Services Compensation
3. Employee Classification
4. Hours of Work - Payroll Practices
5. Overtime Pay
6. Paid Sick Leave
7. Vacations
8. Wage Scales

6. Approval of Agenda

7. New Business (Discussion Only)

1. Retention Pay
2. 7/2022 Check Disbursement
3. Financials (Megan)
4. 7/2022 Check Register
5. Quality Improvement Program
6. Board Quality Report
Board Quality Report
7. 9/15/22 Board Contract Grid

8. **Annual Policy Review with Minor Changes (Discussion Only)**

9. **Annual Policy Review with No Changes (Discussion Only)**

10. **Miscellaneous Board/Committee Reports**

11. **Public Comment**

12. **Board Comment**

13. **Adjournment**

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Board of Directors - September 01, 2022

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Revision Insight

Document ID:	12527
Revision Number:	0
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
No revision note



DocID: 12527
Revision: 0
Status: Pending Committee Approval
Department: Board of Directors
Manual(s):

Committee Minutes : Board of Directors - September 01, 2022

Board Meeting Information	
Meeting Date: September 1, 2022	Meeting Location:
Meeting Time: 4:30 PM	Northpointe Administrative Conference Room 715 Pyle Drive Kingsford, MI 49802

Agenda Item	Minutes																																																																															
Meeting Called to Order:	• K.Pirlot, Chairperson, called the meeting to order at 4:31p.m.																																																																															
Board Member Roll Call:	• L.Gardipee, Executive Assistant, conducted roll call:<table><tr><th rowspan="2">Board Member</th><th colspan="2">Present</th><th colspan="2">Absent</th></tr><tr><th>Onsite</th><th>Remote*</th><th>Excused</th><th>Unexcused</th></tr><tr><td>William Cech</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Millie Hofer</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Joan Luhtanen</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Kevin Pirlot</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Ann Martin</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Mary Negro</td><td></td><td></td><td>X</td><td></td></tr><tr><td>Ann Martin</td><td>X</td><td></td><td></td><td></td></tr><tr><td>NancyPasternak</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Patricia Phillips</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Robert Roberge</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Alison Granquist</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Mary Stein</td><td>X</td><td></td><td></td><td></td></tr><tr><td>Thomas Korpi</td><td></td><td></td><td></td><td>X</td></tr><tr><td colspan="5">*Remote participation per request for reasonable accommodations under ADA</td></tr></table>	Board Member	Present		Absent		Onsite	Remote*	Excused	Unexcused	William Cech	X				Millie Hofer	X				Joan Luhtanen	X				Kevin Pirlot	X				Ann Martin	X				Mary Negro			X		Ann Martin	X				NancyPasternak	X				Patricia Phillips	X				Robert Roberge	X				Alison Granquist	X				Mary Stein	X				Thomas Korpi				X	*Remote participation per request for reasonable accommodations under ADA				
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Representing Administration:	• J.Cescolini, CEO																																																																															
Pledge of Allegiance:	Recited																																																																															
New Board Member Introduction:	• Alison Granquist gave the Board members her history and background. • She is replacing Mari Negro in Menominee County as Mari moved to Dickinson County																																																																															
Public Comment:	• No Public Comment																																																																															

Approval/Amendments to Consent Agenda:	<u>Discussion:</u> K.Pirlot requested approval or amendment of the Consent Agenda. A. Martin refrained from approving the Consent agenda as she was absent at the previous meeting. <table border="1" data-bbox="529 205 1385 344"> <tr> <td>Motion By:</td><td>J. Luhtanen made a motion to approve the Consent Agenda as submitted.</td></tr> <tr> <td>Supported By:</td><td>P. Phillips</td></tr> <tr> <td>Outcome:</td><td>Motion carried</td></tr> </table>	Motion By:	J. Luhtanen made a motion to approve the Consent Agenda as submitted.	Supported By:	P. Phillips	Outcome:	Motion carried
Motion By:	J. Luhtanen made a motion to approve the Consent Agenda as submitted.						
Supported By:	P. Phillips						
Outcome:	Motion carried						
Approval of Agenda:	<u>Discussion:</u> K.Pirlot requested approval or amendment of the meeting agenda. J. Cescolini added: 7.5: NorthCare CEO Contract 7.6: Dickinson County Board of Commissioners Meeting <table border="1" data-bbox="529 636 1385 804"> <tr> <td>Motion By:</td><td>W. Cech made a motion to accept the agenda with the addition of the NorthCare CEO Contract and the Dickinson County Board of Commissioners meeting.</td></tr> <tr> <td>Supported By:</td><td>A. Martin</td></tr> <tr> <td>Outcome:</td><td>Motion carried.</td></tr> </table>	Motion By:	W. Cech made a motion to accept the agenda with the addition of the NorthCare CEO Contract and the Dickinson County Board of Commissioners meeting.	Supported By:	A. Martin	Outcome:	Motion carried.
Motion By:	W. Cech made a motion to accept the agenda with the addition of the NorthCare CEO Contract and the Dickinson County Board of Commissioners meeting.						
Supported By:	A. Martin						
Outcome:	Motion carried.						

New Business**Board Contract Grid:**

Discussion: J. Cescolini reviewed the Contract Grid for Board Members.

- J. Cescolini answered various questions from the Board Members.

Motion By:	J. Luhtanen made a motion to move the Board Contract Grid 9/1/2022 to an Action Item.
Supported By:	P. Phillips
Outcome:	Motion Carried

Roll Call Vote	Vote	
	Yes	No
M. Stein	X	
M. Hofer	X	
J. Luhtanen	X	
R. Roberge	X	
A. Martin	X	
N. Pasternak	X	
P. Phillips	X	
W. Cech	X	
A. Granquist	X	
K. Pirlot	X	
Outcome:	Motion carried to move the Board Contract Grid 9/1/2022 to an action item.	

Motion By:	P. Phillips made a motion to approve all contracts presented on the Board Contract Grid 9/1/2022
Supported By:	R. Roberge
Outcome:	Motion Carried

Retention Pay- Contract and Employee:

Discussion:

- Tabled until the information is sent to Board Members

Informational: Longevity, Vacation, MERS:

Discussion:

- Tabled until the information is sent to Board Members

Quality Improvement Program:

Discussion:

- M.Hofer would like to see a timeframe defined for the information to be provided to the Board
- J. Cescolini explained that the data must be validated by NorthCare before it is provided and that is not a timeframe Northpointe controls.
- Follow up with NorthCare to define the timeframe in which the CMH receives the data following the quarter end.

NorthCare CEO Contract:

Discussion: M.Negro requested feedback from the Board regarding the proposed increase for the NorthCare CEO

- CEO of NorthCare is eligible for a wage increase every year.
- NorthCare Executive Committee sent a recommendation to the NorthCare Board.
- Brief discussion and any feedback should be provided to the members who sit on the NorthCare Board.

Dickinson County Board of Commissioners Meeting:	<u>Discussion:</u> Discussed the Dickinson County Board of Commissioners Special Meeting regarding Mental Health • J. Cescolini and B. Bousely set up a meeting to bring stakeholders together to look for a county-wide strategic plan regarding mental health. • Minutes will be provided regarding the discussion. • The next meeting is September 28th or 29th. Will need to check on this date.
Annual Policy Review with Changes:	<u>Discussion:</u> J. Cescolini discussed policies that had changes which became necessary upon payroll practices. • J. Cescolini fielded questions on each policy and explained why the changes were needed ◦ <u>Emergency Services Compensation:</u> Policy was being interpreted differently than intended; clarified and changed to \$45/hour for screening time when a salaried staff is on-call. ◦ <u>Employee Classification:</u> Changed the full time non-exempt to a minimum of 36 hours a week which allows employees to work up to 40 hours without policy violation. ◦ <u>Hours of Work- Payroll Practices:</u> Changed work hours to a minimum of 36 hours per week or 72 hours per pay period for non-exempt hourly employees. ◦ <u>Overtime Pay:</u> Clarified overtime for exempt and non-exempt ◦ <u>Paid Sick Leave:</u> Clarified full time exempt and non-exempt ◦ <u>Vacations:</u> Clarified full time exempt, and non-exempt ◦ <u>Wage Scales:</u> Step scales are related to length of service and awarded on anniversary date • Policies will be on Consent agenda to be approved at the next meeting.

Miscellaneous Reports	CMHAM Weekly Updates:	• See Link
	NorthCare Update:	<u>Discussion:</u> A. Martin reviewed NorthCare Board Meeting • The current slate of officers was reelected unanimously • PIHP client examination. Sterling results. Unmodified • NorthCare purchased 1,500 safes for drugs and are distributed to clients to keep the medications safe. • Board Members asked questions and received answers concerning the voting process at the NorthCare meetings.
Public Comment:	• No Public Comment	
Board Comment:	• J. Luhtanen thanked Northpointe for the help with the NAMI Picnic. She wanted to make sure she thanked everyone and she really appreciated all the help. Looking forward to Christmas. • J. Cescolini thanked J. Luhtanen for including Northpointe employees because it gives opportunities for those who do not normally have direct interaction with consumers. • GLRMH Conference will be September 11-13th. Those who are going are signed up and looking forward to an informational conference. • R. Roberge commented that there are 10 million jobs open in the United States.	
Meeting Adjourned:	Chairperson K. Pirlot called for the meeting to be adjourned at 6:15 p.m.	
Next Meeting:	Regular Board Meeting: September 15, 2022 at 4:30 p.m.	

Document ID	12527	Document Status	Pending Committee Approval
Department	Board of Directors	Department VP/Director	Cescolini, Jennifer
Document Owner	Cescolini, Jennifer	Next Review Date	

Attachments:
(REFERENCED BY THIS DOCUMENT)

Other Documents:
(WHICH REFERENCE THIS DOCUMENT)

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[https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:12527\\$0](https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:12527$0).



Emergency Services Compensation

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Revision Insight

Document ID:	10420
Revision Number:	2
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:

No longer face to face requiring staff to leave the house; revised to straight \$45/hour while doing screenings to make policy clearer



DocID: 10420
Revision: 2
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Emergency Services Compensation

POLICY/SUMMARY INTENT

Northpointe will provide compensation to professional staff that have successfully completed all of the required emergency services (ES) training and provide emergency services for Northpointe.

DEFINITIONS

None listed

AFFECTED DEPARTMENTS/SERVICES

Northpointe clinical staff

POLICY COMPLIANCE - KEY ELEMENTS

- A. Compensation for salaried clinical staff and Emergency Services (ES) staff for call services provided in addition to their regular work schedule is as follows:
 - 1. On-Call Pay
 - a. \$4.00 per hour
 - b. \$5.00 per hour for holidays as defined in the [Holiday Policy](#) (if the holiday falls on a weekend, ES staff shall be paid to cover the observed and actual holiday)
 - 2. Emergency Screening Pay
 - a. \$45 per hour (total hours of screening time not per screening)
 - 3. Back-up Supervisor Pay
 - a. \$25.00 per day
- B. Compensation shall be captured in the Time and Labor system and approved by the supervisor - [Paylocity: Adding Emergency Services Compensation](#)

Document ID	10420	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	12/11/2019		
Revised	[12/11/2019 Rev. 0], [12/14/2020 Rev. 1]		
Keywords	ES, Emergency, Crisis		
Attachments:	Holidays		
(REFERENCED BY THIS DOCUMENT)	Paylocity: Adding Emergency Services Compensation		
Other Documents:	Holidays		
(WHICH REFERENCE THIS DOCUMENT)			

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Employee Classification

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Revision Insight

Document ID:	10025
Revision Number:	3
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
Changed the full-time non-exempt to minimum of 36 hours a week to make policy clearer



DocID: 10025
Revision: 3
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Employee Classification

POLICY/SUMMARY INTENT

It is the intent of Northpointe to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and Northpointe.

DEFINITIONS

- A. **Fair Labor Standards Act Job Classifications** - All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:
1. **Nonexempt employees** - Employees whose work is covered by the Fair Labor Standards Act (FLSA) and are not exempt from the law's requirements concerning minimum wage and overtime
 2. **Exempt employees** - Generally executives, managers, professional, and administrative positions who are exempt from the minimum wage and overtime provisions of the FLSA - Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.
- B. **Company Job Classifications** - Northpointe has established the following categories for both nonexempt and exempt employees:
1. **Regular full-time employees** - Employees not in a temporary status and are regularly scheduled to work the company's full-time schedule of a minimum of 36 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
 2. **Regular part-time employees** - Employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular part-time employees are eligible for some of the benefits offered by the company, subject to the terms, conditions and limitations of each benefit program.
 3. **Temporary full-time employees** - Employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
 4. **Temporary part-time employees** - Employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
 5. **Special part-time employee** - An employee who is normally scheduled to work less than forty (40) hours per two-week pay period or works only when requested
- C. **Residential setting** - For the purposes of the policy, refers to the licensed adult foster care homes - Boyington, Belgium Pointe, Maple Ridge, and The Pines

AFFECTED DEPARTMENTS/SERVICES

All Northpointe employees

POLICY COMPLIANCE - KEY ELEMENTS

- A. Employees shall follow the [Hours of Work - Payroll Practices policy](#).
- B. In the event that an employee's status is to be changed because of reduced or increased working hours, Northpointe will advise the employee at least one (1) week prior to the effective date of the change in status.
 - 1. Any change in an employee's status requires completion of an action form by the supervisor.
- C. Temporary positions may be awarded to temporarily fill a critical vacancy within the agency.
- D. Temporary positions in the residential setting may be offered to meet the needs in the setting to allow special part-time and/or part-time employees the opportunity to work full-time for a defined period of time (such as those special part-time employees whom return from college and have increased work availability).

Document ID	10025	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	09/26/1997		
Revised	[05/01/2014], [03/15/2019 Rev. 0], [06/07/2019 Rev. 1], [05/27/2022 Rev. 2]		
Reviewed	[04/13/2018], [08/27/2021 Rev. 1]		
Attachments:	Fair Labor Standards Act		
(REFERENCED BY THIS DOCUMENT)	Hours of Work - Payroll Practices		
Other Documents:	Employee Compensation for Overnights or Special Circumstances		
(WHICH REFERENCE THIS DOCUMENT)	Employee Compensation for Overnights or Special Circumstances		
	Pay Periods		

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[https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10025\\$3](https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10025$3).



Hours of Work - Payroll Practices

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Revision Insight

Document ID:	10034
Revision Number:	3
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:

Change in work hours to minimum of 36 per week or 72 per pay period; clarified exempt and non-exempt



DocID: 10034
Revision: 3
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Hours of Work - Payroll Practices

POLICY/SUMMARY INTENT

It is the policy of Northpointe to set work schedules to meet the demands of its service recipients and to ensure that all labor requirements are adhered to. Northpointe recognizes the growing demands on staff with both professional and personal responsibilities, as well as the increasing challenge of finding new and better ways to manage people, time, space and workload effectively.

DEFINITIONS

1. **Pay Week** — The work week for all employees shall begin at 12:00 a.m. on Sunday and end seven (7) days later at 11:59 p.m. on Saturday.
2. **Core business hours** - Typically 8 a.m to 4 p.m. Monday through Friday.
3. **Flex-time** - a block of time at the start and/or end of a traditional work day during which employees may report and complete their assigned work responsibilities.
4. **Compressed/alternative schedule** - an employee works longer but fewer work days in a work week or pay period
5. **Rest period** - Unpaid period of time the employee is free from work duties
6. **Full-time Non-Exempt** — An employee who is working at least thirty-six (36) hours in a week on a regular schedule in a position classified by Northpointe as permanent or while in an interim full-time position
7. **Full-time Exempt** - An employee who is working seventy-five (75) hours in a two-week period in a position classified by Northpointe as permanent or while in an interim full-time position
8. **Regular Part-time** — An employee who is normally scheduled to work at least forty (40) hours per two-week pay period in a position classified by Northpointe as permanent
9. **Special Part-time** — An employee who is normally scheduled to work less than forty (40) hours per two-week pay period or works only when requested
10. **Exempt** — An employee who is excluded from specific provisions of federal and state wage and hour laws
11. **Non-exempt** — An employee who is entitled to overtime pay under the specific provisions of federal and state laws
12. **Licensed residential setting** - Belgium Pointe, Boyington, Maple Ridge, and The Pines

AFFECTED DEPARTMENTS/SERVICES

All Northpointe employees

POLICY COMPLIANCE - KEY ELEMENTS

A. Work Day/Work Week

1. Northpointe recognizes the minimum hours in the work week for full-time non-exempt employees is thirty-six (36) hours per week.
2. Northpointe recognizes the minimum hours in the work week for full-time exempt employees is 37.5 hours per week/75 hours per two-week period.
3. Northpointe recognizes regular part-time employees shall be scheduled to work at least forty (40) hours per two-week pay period.
4. Northpointe recognizes special part-time employees shall be scheduled to work less than forty (40) hours per two-week pay period or works only when requested

B. Work Schedule

1. The work schedule for employees varies depending upon the classification to which the employee is assigned.
 - a. Exempt employees are normally expected to be available during the core business hours, but may also be required to work over and above those hours as needed to perform the duties of the job. Exempt employees may work a flexible schedule with the approval of their immediate supervisor.
 - b. Non-exempt employees have set work schedules based on agency need. Non-exempt employees will be considered for alternative work scheduling on a case-by-case basis where creative work schedules have been shown to accomplish work and personal goals, to provide coverage for individual department operations, and to serve Northpointe as a whole with increased productivity at no expense to quality output.
 2. Northpointe may change the normal work schedule whenever operating conditions warrant such changes.
 3. Northpointe will endeavor to advise full time and regular part-time employees of their work schedule at least one (1) week in advance, but reserve the right to modify any employee's work schedule upon lesser notification
 4. For employees working in the licensed residential setting, if for any unforeseen circumstance, i.e. staff call, "running late", call in ill, accident, etc., the home manager will designate current shift employees to remain on premise until they are relieved by the next shift or replacement staff.
 5. The supervisor is responsible for identifying if any alternative work schedules options are feasible in his/her department. This includes determining if the entire department or an entire shift must convert to an alternative work schedule.
 6. The supervisor will assess the impact and outcome in terms of production, quality and absenteeism, and if an alternative work schedule is in the best interest of the department, Northpointe, and the employee.
 7. Flex-time and compressed/alternative schedules must be approved by the supervisor. The supervisor shall complete a [Flexible Scheduling Agreement Form](#) for all compressed/alternative schedules.
 8. Employees shall follow [Northpointe's Overtime Policy](#).
- C. Rest periods are essential to productivity, job satisfaction, better mental health, to boost creativity, to avoid burnout, and to encourage healthier habits.
1. A thirty (30) minute rest period is required for employees working more than six (6) hours and must be taken after first 2 hours and before the last 2 hours of the work day.
 2. Employees working in the licensed residential setting shall remain on duty but shall coordinate rest/meal periods with his/her supervisor.

Document ID	10034	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	09/26/1997		
Revised	[05/01/2017], [03/15/2019 Rev. 0], [06/07/2019 Rev. 1], [03/11/2022 Rev. 2]		
Reviewed	[04/13/2018]		
Keywords	hours, payroll, work		

Attachments:
(REFERENCED BY THIS DOCUMENT)

[Pay Periods](#)
[Staffing Guidelines for Services](#)
[Attendance and Punctuality](#)
[Flexible Schedule Agreement](#)
[Overtime Pay](#)

Other Documents:
(WHICH REFERENCE THIS DOCUMENT)

[Pay Periods](#)
[Staffing Guidelines for Services](#)
[Pay Periods](#)
[Vacations](#)

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[https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10034\\$3](https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10034$3).



Overtime Pay

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Revision Insight

Document ID:	10045
Revision Number:	3
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
Clarification on Overtime for exempt and non-exempt



DocID: 10045
Revision: 3
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Overtime Pay

POLICY/SUMMARY INTENT

It is the policy of Northpointe to follow the requirements of the Fair Labor Standards Act and relevant State of Michigan Labor Acts related to overtime pay.

DEFINITIONS

1. **Full-time Non-Exempt** — An employee who is working at least thirty-six (36) hours in a week on a regular schedule in a position classified by Northpointe as permanent or while in an interim full-time position
2. **Full-time Exempt** - An employee who is working seventy-five (75) hours in a two-week period in a position classified by Northpointe as permanent or while in an interim full-time position
3. **Regular Part-time** — An employee who is normally scheduled to work at least forty (40) hours per two-week pay period in a position classified by Northpointe as permanent
4. **Exempt** — An employee who is excluded from specific provisions of federal and state wage and hour laws
5. **Non-exempt** — An employee who is entitled to overtime pay under the specific provisions of federal and state laws
6. **Special Part-time** — An employee who is normally scheduled to work less than forty (40) hours per two-week pay period or works only when requested
7. **Regular rate** — The hourly equivalent of all straight time compensation received by an employee for work.
8. **Over-time rate** - time and one-half the regular rate

AFFECTED DEPARTMENTS/SERVICES

All Northpointe employees

POLICY COMPLIANCE - KEY ELEMENTS

A. Nonexempt Employees

1. All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek.
 - a. Vacation, sick leave, and paid holidays do not count toward "hours worked".
 - b. Work time in excess of 40 hours per week will not be counted towards hours of employment for fringe benefit purposes.
 - c. The standard workweek is defined in Northpointe's [Hours of Work - Payroll Practices](#)
2. The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Northpointe supervisors are responsible for authorizing overtime payment to employees they supervise.
3. Whenever feasible, efforts should be made to avoid accruing overtime time by adjusting the employees' work hours within the same work week. Employees should make arrangements with their supervisor to leave early or arrive late in order not to exceed 40 hours worked in the same work week. Northpointe reserves the right to relieve employees from their duties during a workweek to avoid incurring overtime liability during that workweek.

B. Exempt (Non-Overtime Eligible) Employees

1. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek. Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Document ID	10045	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	09/26/1997		
Revised	[11/01/2016], [03/15/2019 Rev. 0], [06/28/2019 Rev. 1], [08/25/2021 Rev. 2]		
Reviewed	[04/13/2018]		
Attachments: (REFERENCED BY THIS DOCUMENT)			
Other Documents: (WHICH REFERENCE THIS DOCUMENT)			

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Paid Sick Leave

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Revision Insight

Document ID:	10046
Revision Number:	4
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
clarification on full time exempt, non exempt



DocID: 10046
Revision: 4
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Paid Sick Leave

POLICY/SUMMARY INTENT

It is the policy of Northpointe to offer all full-time and regular part-time employees paid sick leave.

DEFINITIONS

1. **Full-time Non-Exempt** — An employee who is working at least thirty-six (36) hours in a week on a regular schedule in a position classified by Northpointe as permanent or while in an interim full-time position
2. **Full-time Exempt** - An employee who is working seventy-five (75) hours in a two-week period in a position classified by Northpointe as permanent or while in an interim full-time position
3. **Regular Part-time** — An employee who is normally scheduled to work at least forty (40) hours per two-week pay period in a position classified by Northpointe as permanent
4. **Exempt** — An employee who is excluded from specific provisions of federal and state wage and hour laws
5. **Non-exempt** — An employee who is entitled to overtime pay under the specific provisions of federal and state laws
6. **Special Part-time** — An employee who is normally scheduled to work less than forty (40) hours per two-week pay period or works only when requested
7. **Paid sick leave** - Paid leave for scheduled time away from work due to illness, injury, or other disability
8. **A month of active service** — When an employee has been on the payroll (i.e. in paid status) on the first and last day of the month
9. **Immediate family member** — For the purpose of this policy, the employee's immediate family includes the employee's current spouse, domestic partner, grandparent, parent, brother, sister, child, stepchild, grandchild, or a person for which the employee is the legal guardian
10. **Domestic partner** - Two persons, each aged 18 or older, who have chosen to live together in a committed relationship, who are not legally allowed to marry in the state in which they reside, and who have agreed to be jointly responsible for living expenses incurred during the domestic partnership
 - a. "Live together" means that two people share the same living quarters. Each partner must have the legal right, documented in writing, to possess the living quarters.
 - b. "Responsible for living expenses" means that the partners are jointly responsible for the common welfare and financial obligations of each other which are incurred during the domestic partnership.
11. **Retirement** — Leaving the active employment of Northpointe under circumstances that allow the employee to immediately receive payments from the retirement plan

AFFECTED DEPARTMENTS/SERVICES

All Northpointe full-time and regular part-time employees

POLICY COMPLIANCE - KEY ELEMENTS

- A. Sick leave is a benefit for employees to be used in case of illness, injury, or other disability and is not intended to be converted into wages while an employee is actively employed.
 1. Upon death or retirement, employees or their beneficiary will be paid fifty percent (50%) of his/her accrued sick leave balance in excess of four hundred eighty (480) hours at his/her current wage.
 2. An employee who voluntarily leaves employment, and is not retiring, shall not receive any payment for unused sick

leave.

- B. Paid sick leave is not taken in units of less than one (1) hour.
- C. In instances where the reason for the use of paid sick leave is related to a serious health condition that makes the employee unable to perform the functions of his/her job or to care for the employee's spouse, domestic partner, son, daughter, or parent with a serious health condition, the absence will also be considered to be a family medical leave (FMLA).
- D. Accrual (weeks of pay includes paid sick leave, paid jury duty leave, paid vacation leave, paid holidays, and all hours/time worked):
 - 1. Paid sick leave shall accrue the first (1st) pay day of the month following the start date of employment and can be used as it is accrued
Full-time employees accrue 2.77 hours of paid sick leave per pay period.
 - 2. Regular part-time employees accrue 1.39 hours of paid sick leave per pay period.
 - 3. Special part-time employees accrue 1 hour for every 35 actual hours worked to a maximum of 40 hours per calendar year.
 - 4. Unused paid sick leave may accumulate up to a maximum of nine hundred sixty (960) hours, after which no more paid sick leave will be accumulated except to the extent of restoring paid sick leave used.
- E. Full-time and regular part-time employees may utilize paid sick leave under the following conditions and qualifications:
 - 1. Employees may utilize accrued paid sick leave when they are incapacitated from the safe performance of work due to illness, injury, or other disability.
 - 2. Employees may also utilize accrued paid sick leave in the event of illness, injury, or other disability of a member of the employee's immediate family requiring hospitalization or physician treatment that necessitates the employee's presence with the immediate family, subject to the same verification procedures for personal illness, injury, or other disability.
 - 3. With the prior approval of their immediate supervisor, accrued sick leave may also be utilized for doctor, dentist, or other recognized practitioner appointments that cannot be scheduled outside of regular working hours.
- F. An employee shall notify their immediate supervisor of the need to utilize paid sick leave as far in advance as possible.
 - 1. Employees working in a 24/7 setting shall notify supervisors at least four (4) hours before the beginning of the work shift.
 - 2. All other employees shall notify supervisors at least one (1) hour before the beginning of the workday.
 - 3. Employees using paid sick time for more than three (3) consecutive days should be in contact with the supervisor as they may be required to provide verification for return to work. In certain circumstances this will be requested to assure employees can return to work performing their duties and/or are not exposing others to illness.
 - 4. In the event that an employee's supervisor believes that an employee is abusing sick leave, a physician's certificate setting forth the reasons for the sick leave may be required as a condition of the paid sick leave.
- G. Employees shall request time off for sick leave by submitting an electronic request through the Time and Labor system.
 - 1. A day shall equal the number of hours per day in the employee's regular schedule (i.e. 8 hours for those working a 40 hour week and 7.5 hours for those working a 37.5 hour week)
 - 2. Sick time shall not be used to exceed normal hours paid per week as defined in the [Hours of Work- Payroll Practice](#) policy.
 - 3. Employees that have an alternate/compressed work schedule will request the amount of hours that they are scheduled for that day.

Document ID	10046	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	09/26/1997		
Revised	[01/01/2019], [03/15/2019 Rev. 0], [06/28/2019 Rev. 1], [08/09/2019 Rev. 2], [04/03/2022 Rev. 3]		
Reviewed	[12/20/2018]		
Attachments: (REFERENCED BY THIS DOCUMENT)	Attendance and Punctuality Paid Medical Leave Act Attendance and Punctuality Attendance and Punctuality Family Medical Leave Act Job Transfers and Promotions Bereavement Leave Bereavement Leave Employment Termination Employment Termination		
Other Documents: (WHICH REFERENCE THIS DOCUMENT)			

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Vacations

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Revision Insight

Document ID:	10074
Revision Number:	4
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
Clarification on full time exempt and non exempt



DocID: 10074
Revision: 4
Status: Pending Committee Approval
Department: Human Resources
Manual(s):

Policy : Vacations

POLICY/SUMMARY INTENT

It is the policy of Northpointe that regular part-time and full-time employees will have the opportunity to accrue vacation time each pay period. The primary purpose of vacation leave is to allow employees to renew their physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

DEFINITIONS

1. **Full-time Non-Exempt** — An employee who is working at least thirty-six (36) hours in a week on a regular schedule in a position classified by Northpointe as permanent or while in an interim full-time position
2. **Full-time Exempt** - An employee who is working seventy-five (75) hours in a two-week period in a position classified by Northpointe as permanent or while in an interim full-time position
3. **Regular Part-time** — An employee who is normally scheduled to work at least forty (40) hours per two-week pay period in a position classified by Northpointe as permanent
4. **Exempt** — An employee who is excluded from specific provisions of federal and state wage and hour laws
5. **Non-exempt** — An employee who is entitled to overtime pay under the specific provisions of federal and state laws
6. **Special Part-time** — An employee who is normally scheduled to work less than forty (40) hours per two-week pay period or works only when requested

AFFECTED DEPARTMENTS/SERVICES

All full-time and regular part-time employees of Northpointe

POLICY COMPLIANCE - KEY ELEMENTS

- A. Vacation leave shall accrue the first (1st) payday of the month following the start date of full-time employment and can be used as it is accrued.
- B. Full-time (FT) and regular part-time (RPT) employees shall accrue vacation with pay for every two (2) weeks based upon the following schedule:

<u>Years of Continuous Service</u>	<u>FT Vacation Accrual</u>	<u>RPT Vacation Accrual</u>
Less than three (3) years	3.62 hours	1.81 hours
Less than seven (7) years	4.62 hours	2.31 hours
At least seven (7) but less than twelve (12) years	5.62 hours	2.81 hours
At least twelve (12) years	6.62 hours	3.31 hours
- C. Vacation leave shall accrue when a full two (2) weeks of pay is earned.
- D. For purposes of regular vacation accrual weeks of pay shall include paid sick leave, paid jury duty leave, paid vacation leave, paid holidays, and all hours actually worked.
- E. Northpointe may place employees at advanced steps in the vacation schedule at the decision of the Chief Executive Officer (CEO) if such action is necessary or appropriate.
- F. At the end of the fiscal year hours of leave over 200 will be paid out as half the amount and the balance set to 200 hours.
- G. Vacation pay will be computed at the straight time hourly rate an employee is earning at the time the vacation leave is taken.
- H. Vacation Benefit on Termination:

1. Employees who leave employment may receive pay for accrued but unused vacation leave (any hours in excess of 200 hours is paid at half the value) in any of the following circumstances:
 - a. If an employee retires under circumstances that allow the individual to immediately receive payments from the retirement plan;
 - b. If a paraprofessional employee resigns from employment and gives a minimum of two (2) weeks advance notice to their immediate supervisor;
 - c. If an administrative or professional employee resigns from employment and gives a minimum of four (4) weeks advance notice to their immediate supervisor.
 2. If the employment relationship with Northpointe ends for other than disciplinary reasons the vacation pay shall be designated to the period immediately following the date of termination of the employment relationship for purposes of unemployment compensation. The date of termination shall be defined as the last day worked for Northpointe, and no payments made to the employee subsequent to the date of termination shall be allowed to extend any benefit eligibility.
 3. If an employee dies the employee's beneficiary shall receive payment for accrued but unused vacation leave.
- I. Requesting time off
1. Employees shall request time off for vacation by submitting an electronic request through the Time and Labor system at least two (2) weeks in advance of the period requested, if possible.
 2. A day shall equal the number of hours per day in the employee's regular schedule (i.e. 8 hours for those working a 40 hour week and 7.5 hours for those working a 37.5 hour week)
 3. Vacation time shall not be used to exceed normal hours paid per week as defined in the [Hours of Work- Payroll Practice](#) policy.
 4. Employees that have an alternate/compressed work schedule will request the amount of hours that they are scheduled for that day.
 5. Supervisors will endeavor to approve all vacation leave requests but may deny requests or cancel previously approved requests when the leave would unduly interfere with Northpointe's operations. The supervisor shall notify the Chief Executive Officer in this instance.
 6. Vacation time will be captured on the employee time card.

Document ID	10074	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	09/26/1997		
Revised	[01/01/2019], [03/15/2019 Rev. 0], [07/31/2019 Rev. 1], [08/25/2021 Rev. 2], [04/03/2022 Rev. 3]		
Reviewed	[12/20/2018]		
Attachments:	Employment Termination		
(REFERENCED BY THIS DOCUMENT)	Hours of Work - Payroll Practices		
	Attendance and Punctuality		
Other Documents:	Attendance and Punctuality		
(WHICH REFERENCE THIS DOCUMENT)	Job Transfers and Promotions		
	Employment Termination		
	Employment Termination		

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Wage Scales

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Revision Insight

Document ID:	10076
Revision Number:	3
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
Step scales are related to length of service so awarded on anniversary date



DocID: 10076
Revision: 3
Status: Pending Committee
Approval
Department: Human Resources
Manual(s):

Policy : Wage Scales

POLICY/SUMMARY INTENT

Northpointe will utilize a step wage scale for employees and will administer compensation without regard to race, religion, color, national origin, sex, age, height, weight, marital status or disability.

DEFINITIONS

None listed

AFFECTED DEPARTMENTS/SERVICES

All Northpointe employees

POLICY COMPLIANCE - KEY ELEMENTS

- A. Northpointe's Board of Directors will review an across-the-board increase to the step wage scales based upon available funds and the market.
- B. Employees will move up a step at the time of the annual anniversary date.
- C. Employees can be placed at advanced steps upon hire with approval of Northpointe's Chief Executive Officer (CEO).

Document ID	10076	Document Status	Pending Committee Approval
Department	Human Resources	Department VP/Director	Giguere, Sandra
Document Owner	Cescolini, Jennifer	Next Review Date	
Original Effective Date	07/29/2013		
Revised	[05/01/2016], [03/15/2019 Rev. 0], [07/31/2019 Rev. 1], [04/03/2022 Rev. 2]		
Reviewed	[04/13/2018], [08/27/2021 Rev. 1]		
Attachments: (REFERENCED BY THIS DOCUMENT)	Performance Review		
Other Documents: (WHICH REFERENCE THIS DOCUMENT)			

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7/2022 Check Disbursement

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Revision Insight

Document ID:	12511
Revision Number:	0
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
No revision note

NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEM

CHECK DISBURSEMENT REPORT

FOR JULY 2022 EXPENSES

ACCOUNTS PAYABLE - CHECK REGISTER REPORT	\$ 1,083,193.08
(CHECK NUMBERS 94603-94770; ACH203-ACH210, EFT959-EFT1049)	
ACH PAYMENTS-INDIVIDUAL ALLOWANCES	\$ 2,692.00
-MERS PENSION	\$ 39,446.66
-WASTE MANAGEMENT	\$ 619.62
-HEALTH EQUITY/HRA	\$ 5,310.00
-HUNTINGTON CREDIT CARD	\$ 16,443.34
-BLUE CROSS/BLUE SHIELD	\$ 129,474.11
-FUELMAN FLEET GAS CARD	\$ 8,369.55
-EHIM - RX CHARGES	\$ 26,696.56
PAYROLL PERIOD END 7/02/22 PAY DATE 7/08/22 Paylocity	\$ 377,537.28
PAYROLL PERIOD END 7/16/22 PAY DATE 7/22/22 Paylocity	\$ 379,496.67
TOTAL PAYROLL CHECKS	\$ 757,033.95
TOTAL CHECKS SUBMITTED FOR BOARD APPROVAL FOR JULY 2022 BILLS AND PAYROLL	\$ 2,069,278.87

PLEASE NOTE - On the following report, the confidential information has been deleted.



7/2022 Check Register

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Revision Insight

Document ID:	12533
Revision Number:	0
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
No revision note

Northpointe Behavioral Healthcare System
VENDOR CHECK REGISTER REPORT
Payables Management

Check Number From: To: Date From: To:
94603 EFT1049 7/9/2022 8/9/2022
*voided checks

Check No	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount	
94603	HOUG001	HOUGHTON COUNTY CLERK	7/11/2022	PAYABLES	PMCHK00004250	\$15.00	
*94604	BEST003	BEST WESTERN	7/11/2022	PAYABLES	PMCHK00004251	\$334.97	
94605	KORP002	TOM KORPI	7/11/2022	PAYABLES	PMCHK00004251	\$40.00	
94606	KORP003	TOM KORPI	7/11/2022	PAYABLES	PMCHK00004251	\$62.50	
94607	POLI003	NETWRIX	7/11/2022	PAYABLES	PMCHK00004251	\$140.63	note below
94617	MICH005	MICHIGAN STATE DISBURSEMENT UN	7/15/2022	PAYABLES	PMCHK00004256	\$475.88	
94618	WISC001	WISCONSIN SCTF	7/15/2022	PAYABLES	PMCHK00004256	\$908.07	
94619			7/15/2022	PAYABLES	PMCHK00004257	\$50.00	A
94620			7/15/2022	PAYABLES	PMCHK00004257	\$2,634.00	A
94621	MENO019	MENOMINEE SENIOR CENTER	7/15/2022	PAYABLES	PMCHK00004257	\$22.50	
94622	PUBL002	PUBLIC STORAGE	7/15/2022	PAYABLES	PMCHK00004257	\$95.00	
94623	SUBU001	HOMETOWN PHARMACY LTC #1	7/15/2022	PAYABLES	PMCHK00004257	\$30.44	
94624			7/15/2022	PAYABLES	PMCHK00004257	\$83.00	A
94625	AT&T001	AT&T	7/18/2022	PAYABLES	PMCHK00004259	\$260.05	
94626	AT&T005	AT&T LONG DISTANCE	7/18/2022	PAYABLES	PMCHK00004259	\$19.04	
94627	AUTO001	AUTO PLUS, INC.	7/18/2022	PAYABLES	PMCHK00004259	\$625.73	
94628	BELL001	BELLIN BEHAVIORAL HEALTH	7/18/2022	PAYABLES	PMCHK00004259	\$10,500.00	
94629	BROO002	BROOKS ELECTRIC, INC.	7/18/2022	PAYABLES	PMCHK00004259	\$245.20	
94630	CHAR002	CHARTER COMMUNICATIONS	7/18/2022	PAYABLES	PMCHK00004259	\$134.97	
94631	CITY004	CITY OF STEPHENSON	7/18/2022	PAYABLES	PMCHK00004259	\$460.89	
94632	DAIL001	THE DAILY NEWS	7/18/2022	PAYABLES	PMCHK00004259	\$126.00	
94633	EDTF001	CLUBHOUSE/KATELYN MACKAY	7/18/2022	PAYABLES	PMCHK00004259	\$150.00	
94634	MENA003	MENARDS-MARINETTE	7/18/2022	PAYABLES	PMCHK00004259	\$23.60	
94635	MERI001	MERIT NETWORK, INC.	7/18/2022	PAYABLES	PMCHK00004259	\$3,101.00	
94636	PROT001	PROTECH LUBE CENTER, INC.	7/18/2022	PAYABLES	PMCHK00004259	\$412.86	
94637	WARM003	WAR MEMORIAL HOSPITAL	7/18/2022	PAYABLES	PMCHK00004259	\$9,750.00	
94638	WEEN001	WE ENERGIES	7/18/2022	PAYABLES	PMCHK00004259	\$2,383.32	
94639	WILL007	WILLOW CREEK BEHAVIORAL HEALTH	7/18/2022	PAYABLES	PMCHK00004259	\$83,180.00	
94640	WISC003	WISCONSIN PUBLIC SERVICE CORP.	7/18/2022	PAYABLES	PMCHK00004259	\$986.96	
94641			7/18/2022	PAYABLES	PMCHK00004260	\$100.00	A
94642			7/18/2022	PAYABLES	PMCHK00004260	\$50.00	A
94643			7/18/2022	PAYABLES	PMCHK00004260	\$60.00	A
94644	ACCI001	ACCIDENT FUND COMPANY	7/20/2022	PAYABLES	PMCHK00004262	\$5,328.90	
94645	ARAM001	AUCA CHICAGO MC LOCKBOX	7/20/2022	PAYABLES	PMCHK00004262	\$885.03	
94646	AT&T001	AT&T	7/20/2022	PAYABLES	PMCHK00004262	\$54.14	
94647	BENE001	TASC	7/20/2022	PAYABLES	PMCHK00004262	\$25.00	
94648	BLAG001	BLAGEC BROS., INC.	7/20/2022	PAYABLES	PMCHK00004262	\$300.00	
94649			7/20/2022	PAYABLES	PMCHK00004262	\$40.00	B
94650			7/20/2022	PAYABLES	PMCHK00004262	\$149.38	B
94651	CITY003	CITY OF IRON RIVER	7/20/2022	PAYABLES	PMCHK00004262	\$245.00	
94652	DICK021	DICKINSON COUNTY SHERIFFS OFFI	7/20/2022	PAYABLES	PMCHK00004262	\$28.61	
94653	DTEE001	DTE ENERGY	7/20/2022	PAYABLES	PMCHK00004262	\$77.27	
94654			7/20/2022	PAYABLES	PMCHK00004262	\$40.00	B
94655	IRON004	IRON RIVER CO-OP TV	7/20/2022	PAYABLES	PMCHK00004262	\$307.00	
94656	MAIL003	MAILFINANCE	7/20/2022	PAYABLES	PMCHK00004262	\$692.94	
94657			7/20/2022	PAYABLES	PMCHK00004262	\$40.00	B
94658	TURN001	TURNING LEAF RESIDENTIAL REHAB	7/20/2022	PAYABLES	PMCHK00004262	\$9,361.50	
94659			7/25/2022	PAYABLES	PMCHK00004265	\$83.00	A
94660	MATT004	MORGAN MATTORD	7/25/2022	PAYABLES	PMCHK00004266	\$643.59	
94661	ARAM001	AUCA CHICAGO MC LOCKBOX	7/27/2022	PAYABLES	PMCHK00004267	\$172.73	
94662	ASPI003	ASPIRUS RHINELANDER HOSPITAL	7/27/2022	PAYABLES	PMCHK00004267	\$32,078.64	
94663	AT&T001	AT&T	7/27/2022	PAYABLES	PMCHK00004267	\$157.51	
94664	BAUM001	BAUMAN ENGRAVING	7/27/2022	PAYABLES	PMCHK00004267	\$21.00	
94665	BLAG001	BLAGEC BROS., INC.	7/27/2022	PAYABLES	PMCHK00004267	\$6,706.00	
94666			7/27/2022	PAYABLES	PMCHK00004267	\$80.00	B
94667			7/27/2022	PAYABLES	PMCHK00004267	\$108.75	B
94668	CITY005	CITY OF IRON MOUNTAIN	7/27/2022	PAYABLES	PMCHK00004267	\$149.35	

94669		7/27/2022 PAYABLES	PMCHK00004267	\$150.00	A
94670	COUR001	COURTYARD EAST LANSING OKEMOS	7/27/2022 PAYABLES	PMCHK00004267	\$272.85
94671	DCSW001	DCSWMA	7/27/2022 PAYABLES	PMCHK00004267	\$46.50
94672	DDTC001	DDT CONSTRUCTION, INC.	7/27/2022 PAYABLES	PMCHK00004267	\$1,600.00
94673	DICK006	DICKINSON CTY HEALTHCARE SYSTE	7/27/2022 PAYABLES	PMCHK00004267	\$2,402.90
94674	DTEE001	DTE ENERGY	7/27/2022 PAYABLES	PMCHK00004267	\$149.59
94675	FREE003	GINNY FREEBORN, MS, LLP	7/27/2022 PAYABLES	PMCHK00004267	\$880.00
94676		7/27/2022 PAYABLES	PMCHK00004267	\$40.00	B
94677		7/27/2022 PAYABLES	PMCHK00004267	\$40.00	B
94678		7/27/2022 PAYABLES	PMCHK00004267	\$40.00	B
94679		7/27/2022 PAYABLES	PMCHK00004267	\$40.00	B
94680		7/27/2022 PAYABLES	PMCHK00004267	\$100.63	B
94681	MAPL001	MAPLE RIDGE PETTY CASH	7/27/2022 PAYABLES	PMCHK00004267	\$20.30
94682	MESA001	UNEMPLOYMENT INSURANCE AGENCY	7/27/2022 PAYABLES	PMCHK00004267	\$7,240.00
94683		7/27/2022 PAYABLES	PMCHK00004267	\$40.00	B
94684	NORT058	NE MICH COMM MENTAL HEALTH AUT	7/27/2022 PAYABLES	PMCHK00004267	\$2,822.28
94685	NORW005	NORWAY SPRINGS, INC.	7/27/2022 PAYABLES	PMCHK00004267	\$38.00
94686	PACK001	ASTREA	7/27/2022 PAYABLES	PMCHK00004267	\$99.95
94687		7/27/2022 PAYABLES	PMCHK00004267	\$80.00	B
94688	PSYC004	PSYCH-SERVICES, PLLC	7/27/2022 PAYABLES	PMCHK00004267	\$238.00
94689	RHCC001	RHC CONSULTING	7/27/2022 PAYABLES	PMCHK00004267	\$484.38
94690	TMGR001	THE TM GROUP, INC	7/27/2022 PAYABLES	PMCHK00004267	\$90.00
94691	UPPE001	UPPER PENINSULA POWER COMPANY	7/27/2022 PAYABLES	PMCHK00004267	\$1,204.13
94692	GREA013	GREAT WOLF LODGE	7/27/2022 PAYABLES	PMCHK00004268	\$285.58
94693	ARAM001	AUCA CHICAGO MC LOCKBOX	7/28/2022 PAYABLES	PMCHK00004269	\$135.10
94694	CITY004	CITY OF STEPHENSON	7/28/2022 PAYABLES	PMCHK00004269	\$504.09
94695	RHCC001	RHC CONSULTING	7/28/2022 PAYABLES	PMCHK00004269	\$128.88
94696		7/28/2022 PAYABLES	PMCHK00004269	\$595.00	A
94697	ADUL001	ADULT LEARNING SYSTEMS-UP INC.	8/1/2022 PAYABLES	PMCHK00004270	\$1,909.00
94698		8/1/2022 PAYABLES	PMCHK00004270	\$50.00	A
94699	EISE001	EISENHOWER CENTER	8/1/2022 PAYABLES	PMCHK00004270	\$954.50
94700		8/1/2022 PAYABLES	PMCHK00004270	\$200.00	A
94701	GETI001	GET IT NOW	8/1/2022 PAYABLES	PMCHK00004270	\$71.41
94702	GUAR001	GUARDIANSHIP & ALTERNATIVES	8/1/2022 PAYABLES	PMCHK00004270	\$83.00
94703	HAYC001	HAY CREEK APTS	8/1/2022 PAYABLES	PMCHK00004270	\$539.00
94704	HIAW003	HIAWATHA APARTMENTS	8/1/2022 PAYABLES	PMCHK00004270	\$130.00
94705	HOLT001	SAFE HAVEN	8/1/2022 PAYABLES	PMCHK00004270	\$150.00
94706	KUTH002	KUTHA SOUTH	8/1/2022 PAYABLES	PMCHK00004270	\$954.50
94707	MARI005	MARINETTE MUNICIPAL COURT	8/1/2022 PAYABLES	PMCHK00004270	\$50.00
94708	NERA001	NERAT MERCHANDISING	8/1/2022 PAYABLES	PMCHK00004270	\$60.00
94709		8/1/2022 PAYABLES	PMCHK00004270	\$44.00	A
94710		8/1/2022 PAYABLES	PMCHK00004270	\$44.00	A
94711		8/1/2022 PAYABLES	PMCHK00004270	\$67.00	A
94712	BAUM001	BAUMAN ENGRAVING	8/2/2022 PAYABLES	PMCHK00004273	\$66.00
94713		8/2/2022 PAYABLES	PMCHK00004274	\$100.50	A
94714	ARAM001	AUCA CHICAGO MC LOCKBOX	8/3/2022 PAYABLES	PMCHK00004276	\$31.90
94715	AT&T001	AT&T	8/3/2022 PAYABLES	PMCHK00004276	\$134.52
94716	BOYI001	BOYINGTON PETTY CASH	8/3/2022 PAYABLES	PMCHK00004276	\$72.27
94717	BREE001	DBA-BREEZE AUTO SERVICE	8/3/2022 PAYABLES	PMCHK00004276	\$2,611.77
94718	CHAR002	CHARTER COMMUNICATIONS	8/3/2022 PAYABLES	PMCHK00004276	\$550.15
94719	CITY003	CITY OF IRON RIVER	8/3/2022 PAYABLES	PMCHK00004276	\$534.85
94720	CJGR001	CJ GRAPHICS, INC.	8/3/2022 PAYABLES	PMCHK00004276	\$146.00
94721	COHL001	COHL, STOKER & TOSKEY, P.C.	8/3/2022 PAYABLES	PMCHK00004276	\$136.50
94722	CRED004	CREDIT SERVICES INC.	8/3/2022 PAYABLES	PMCHK00004276	\$211.16
94723	DTEE001	DTE ENERGY	8/3/2022 PAYABLES	PMCHK00004276	\$487.54
94724	EISE001	EISENHOWER CENTER	8/3/2022 PAYABLES	PMCHK00004276	\$83,206.50
94725	FAMI009	FAMILY TIES ADULT CENTER	8/3/2022 PAYABLES	PMCHK00004276	\$55.00
94726	FEDE001	FEDERAL EXPRESS	8/3/2022 PAYABLES	PMCHK00004276	\$21.96
94727	HOME003	HOME DEPOT CREDIT SERVICES	8/3/2022 PAYABLES	PMCHK00004276	\$1,122.94
94728	JOIN001	JOINT PUBLIC BUILDING	8/3/2022 PAYABLES	PMCHK00004276	\$787.00
94729	LLOY001	LLOYD HOUSE LDHA, LP	8/3/2022 PAYABLES	PMCHK00004276	\$1,030.00
94730	MIDW004	MIDWEST SNOW & LAWN CARE	8/3/2022 PAYABLES	PMCHK00004276	\$195.00
94731	NEUE001	BILL NEUENS ENTERPRISES	8/3/2022 PAYABLES	PMCHK00004276	\$24,920.00
94732	NEWL003	NEWLIN AFC	8/3/2022 PAYABLES	PMCHK00004276	\$9,375.65
94733	OFFI001	OFFICE PLANNING GROUP	8/3/2022 PAYABLES	PMCHK00004276	\$98.00
94734	PAID001	PAIDL'S DO IT BEST HARDWARE	8/3/2022 PAYABLES	PMCHK00004276	\$112.31

94735	PROT001	PROTECH LUBE CENTER, INC.	8/3/2022	PAYABLES	PMCHK00004276	\$234.63	
94736	QUAL001	QUALITY WATER SPECIALISTS INC	8/3/2022	PAYABLES	PMCHK00004276	\$53.10	
94737	STAT005	STATE OF MICHIGAN	8/3/2022	PAYABLES	PMCHK00004276	\$4,143.68	
94738	STER001	STERICYCLE, INC.	8/3/2022	PAYABLES	PMCHK00004276	\$163.10	
94739	SUPE002	MINER'S INC	8/3/2022	PAYABLES	PMCHK00004276	\$26.96	
94740	TIME001	CHARTER COMMUNICATIONS	8/3/2022	PAYABLES	PMCHK00004276	\$181.89	
94741	UPPE001	UPPER PENINSULA POWER COMPANY	8/3/2022	PAYABLES	PMCHK00004276	\$527.92	
94742	PLEA001	POWERS NON-PROFIT HOUSING CORP	8/3/2022	PAYABLES	PMCHK00004277	\$245.00	
94743	ARAM001	AUCA CHICAGO MC LOCKBOX	8/4/2022	PAYABLES	PMCHK00004278	\$33.27	
94744	ARAM001	AUCA CHICAGO MC LOCKBOX	8/4/2022	PAYABLES	PMCHK00004279	\$149.50	
94745	NORT046	NORTHERN PINES	8/4/2022	PAYABLES	PMCHK00004279	\$5,787.86	
94746	SHER007	SHERWIN-WILLIAMS CO.	8/4/2022	PAYABLES	PMCHK00004279	\$1,097.94	
94747	TMGR001	THE TM GROUP, INC	8/4/2022	PAYABLES	PMCHK00004279	\$45.00	
94748	WHIS001	WHISPERING PINES	8/4/2022	PAYABLES	PMCHK00004279	\$48,109.00	
94749	BURN001	STEVEN BURNHAM	8/4/2022	PAYABLES	PMCHK00004280	\$4,900.00	
94750	FIRS004	FIRST BUSINESS SPECIALTY FINAN	8/4/2022	PAYABLES	PMCHK00004280	\$400.00	note below
94752	DICK012	DICKINSON CO FAIR BOARD	8/9/2022	PAYABLES	PMCHK00004281	\$175.00	
94753			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94754			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94755			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94756			8/9/2022	PAYABLES	PMCHK00004282	\$64.00	A
94757			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94758			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94759			8/9/2022	PAYABLES	PMCHK00004282	\$71.00	A
94760			8/9/2022	PAYABLES	PMCHK00004282	\$64.00	A
94761			8/9/2022	PAYABLES	PMCHK00004282	\$64.00	A
94762			8/9/2022	PAYABLES	PMCHK00004282	\$64.00	A
94763			8/9/2022	PAYABLES	PMCHK00004282	\$60.00	A
94764			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94765			8/9/2022	PAYABLES	PMCHK00004282	\$71.00	A
94766			8/9/2022	PAYABLES	PMCHK00004282	\$44.00	A
94767			8/9/2022	PAYABLES	PMCHK00004282	\$64.00	A
94768			8/9/2022	PAYABLES	PMCHK00004283	\$200.00	A
94769	PESH002	BENZER PHARMACY WI2	8/9/2022	PAYABLES	PMCHK00004283	\$28.17	
94770	SUBU001	HOMETOWN PHARMACY LTC #1	8/9/2022	PAYABLES	PMCHK00004283	\$18.62	
ACH203	CITY006	CITY OF NORWAY	7/14/2022	PAYABLES	PMCHK00004254	\$1,614.08	
ACH205	UPPE001	UPPER PENINSULA POWER COMPANY	7/15/2022	PAYABLES	PMCHK00004258	\$43.10	
ACH206	WISC003	WISCONSIN PUBLIC SERVICE CORP.	7/15/2022	PAYABLES	PMCHK00004258	\$90.00	
ACH207	TIME001	CHARTER COMMUNICATIONS	7/15/2022	PAYABLES	PMCHK00004258	\$109.02	
ACH208	STER001	STERICYCLE, INC.	7/11/2022	PAYABLES	PMCHK00004263	\$163.10	
ACH209	TIME001	CHARTER COMMUNICATIONS	8/1/2022	PAYABLES	PMCHK00004271	\$34.99	
ACH210	VERI002	VERIZON WIRELESS	7/29/2022	PAYABLES	PMCHK00004272	\$6,418.09	
EFT0000000000959	BEAC002	BEACON SPECIALIZED LIVING SERV	7/12/2022	PAYABLES	PMCHK00004249	\$6,575.28	
EFT0000000000960	BEDF001	BEDFORD SPECIALIZED CARE INC.	7/12/2022	PAYABLES	PMCHK00004249	\$2,780.81	
EFT0000000000961	BIRC001	BIRCHWOOD AFC	7/12/2022	PAYABLES	PMCHK00004249	\$6,849.60	
EFT0000000000962	CECH001	WILLIAM CECH	7/12/2022	PAYABLES	PMCHK00004249	\$40.00	
EFT0000000000963	CECH002	WILLIAM CECH	7/12/2022	PAYABLES	PMCHK00004249	\$86.25	
EFT0000000000964	CLEA001	CLEAN KILL PEST CONTROL, INC.	7/12/2022	PAYABLES	PMCHK00004249	\$105.00	
EFT0000000000965	CORN001	CORNERSTONE MANAGEMENT GRP	7/12/2022	PAYABLES	PMCHK00004249	\$15,271.01	
EFT0000000000966	CREE001	VINTAGE SPECIALIZED SERVICES,	7/12/2022	PAYABLES	PMCHK00004249	\$24,000.00	
EFT0000000000967	DRUG001	THE DRUG STORE	7/12/2022	PAYABLES	PMCHK00004249	\$81.92	
EFT0000000000968	ELAI001	ENGMAN'S HAVEN HOUSE	7/12/2022	PAYABLES	PMCHK00004249	\$1,939.00	
EFT0000000000969	HOPE001	HOPE NETWORK BEHAVIORAL HEALTH	7/12/2022	PAYABLES	PMCHK00004249	\$67,948.04	
EFT0000000000970	IHAN001	IHANDER AFC HOME	7/12/2022	PAYABLES	PMCHK00004249	\$3,132.51	
EFT0000000000971	INFA001	INFANT-PARENT PROG MENTORING L	7/12/2022	PAYABLES	PMCHK00004249	\$150.00	
EFT0000000000972	INSI002	INSIGHT DIRECT USA, INC	7/12/2022	PAYABLES	PMCHK00004249	\$1,470.03	
EFT0000000000973	KUTH001	KUTHA AFC HOME	7/12/2022	PAYABLES	PMCHK00004249	\$18,581.10	
EFT0000000000974	LUCI002	LUCIDOC CORPORATION	7/12/2022	PAYABLES	PMCHK00004249	\$600.00	
EFT0000000000975	LUHT002	JOAN LUHTANEN	7/12/2022	PAYABLES	PMCHK00004249	\$80.00	
EFT0000000000976	LUHT003	JOAN LUHTANEN	7/12/2022	PAYABLES	PMCHK00004249	\$112.50	
EFT0000000000977	MADI002	MADISON NATIONAL LIFE INS CO	7/12/2022	PAYABLES	PMCHK00004249	\$2,829.37	
EFT0000000000978	MART003	ANN MARTIN	7/12/2022	PAYABLES	PMCHK00004249	\$40.00	
EFT0000000000979	NEGR001	MARI NEGRO	7/12/2022	PAYABLES	PMCHK00004249	\$40.00	
EFT0000000000980	NEGR002	MARI NEGRO	7/12/2022	PAYABLES	PMCHK00004249	\$11.88	
EFT0000000000981	NORT053	NORTHCARE	7/12/2022	PAYABLES	PMCHK00004249	\$4,000.00	
EFT0000000000982	PAST001	NANCY PASTERNAK	7/12/2022	PAYABLES	PMCHK00004249	\$40.00	

EFT000000000983	PAST002	NANCY PASTERNAK	7/12/2022	PAYABLES	PMCHK00004249	\$62.50
EFT000000000984	PHIL006	PATRICIA PHILLIPS	7/12/2022	PAYABLES	PMCHK00004249	\$80.00
EFT000000000985	PHIL007	PATRICIA PHILLIPS	7/12/2022	PAYABLES	PMCHK00004249	\$65.00
EFT000000000986	PIRL001	KEVIN PIRLOT	7/12/2022	PAYABLES	PMCHK00004249	\$40.00
EFT000000000987	PIRL002	KEVIN PIRLOT	7/12/2022	PAYABLES	PMCHK00004249	\$11.88
EFT000000000988	RAZD003	AMIT RAZDAN, M.D., P.L.	7/12/2022	PAYABLES	PMCHK00004249	\$20,972.00
EFT000000000989	ROBE001	ROBERT ROBERGE	7/12/2022	PAYABLES	PMCHK00004249	\$40.00
EFT000000000990	ROBE002	ROBERT ROBERGE	7/12/2022	PAYABLES	PMCHK00004249	\$12.50
EFT000000000991	SCHL001	SCHLAUD AFC HOME	7/12/2022	PAYABLES	PMCHK00004249	\$8,183.35
EFT000000000992	SHER007	SHERWIN-WILLIAMS CO.	7/12/2022	PAYABLES	PMCHK00004249	\$1,154.83
EFT000000000993	STAP001	STAPLES BUSINESS CREDIT	7/12/2022	PAYABLES	PMCHK00004249	\$958.98
EFT000000000994	STEI002	MARY STEIN	7/12/2022	PAYABLES	PMCHK00004249	\$40.00
EFT000000000995	STEI003	MARY STEIN	7/12/2022	PAYABLES	PMCHK00004249	\$72.50
EFT000000000996	SUNL001	SUN LIFE FINANCIAL	7/12/2022	PAYABLES	PMCHK00004249	\$12,179.59
EFT000000000997	WHIS001	WHISPERING PINES	7/12/2022	PAYABLES	PMCHK00004249	\$53,773.50
EFT000000000998	WILS002	STUART T WILSON, CPA, PC	7/12/2022	PAYABLES	PMCHK00004249	\$729.70
EFT000000000999	ADUL001	ADULT LEARNING SYSTEMS-UP INC.	7/18/2022	PAYABLES	PMCHK00004253	\$54,775.60
EFT000000001000	BREE001	DBA-BREEZE AUTO SERVICE	7/18/2022	PAYABLES	PMCHK00004253	\$1,502.13
EFT000000001001	CASE001	CASE MANAGEMENT OF MI	7/18/2022	PAYABLES	PMCHK00004253	\$1,097.52
EFT000000001002	CITY001	CITY OF KINGSFORD	7/18/2022	PAYABLES	PMCHK00004253	\$170.02
EFT000000001003	CLEA001	CLEAN KILL PEST CONTROL, INC.	7/18/2022	PAYABLES	PMCHK00004253	\$1,123.00
EFT000000001004	DRUG001	THE DRUG STORE	7/18/2022	PAYABLES	PMCHK00004253	\$1,582.46
EFT000000001005	GTFI001	GT INDEPENDENCE	7/18/2022	PAYABLES	PMCHK00004253	\$8,903.65
EFT000000001006	HOPE001	HOPE NETWORK BEHAVIORAL HEALTH	7/18/2022	PAYABLES	PMCHK00004253	\$16,443.76
EFT000000001007	INSI002	INSIGHT DIRECT USA, INC	7/18/2022	PAYABLES	PMCHK00004253	\$4,771.43
EFT000000001008	MEDL001	MEDLINE INDUSTRIES, INC.	7/18/2022	PAYABLES	PMCHK00004253	\$273.36
EFT000000001009	NEWL003	NEWLIN AFC	7/18/2022	PAYABLES	PMCHK00004253	\$9,104.00
EFT000000001010	NORT046	NORTHERN PINES	7/18/2022	PAYABLES	PMCHK00004253	\$5,275.66
EFT000000001011	SUPE019	SUPERIOR REHAB & PROF SERV, LL	7/18/2022	PAYABLES	PMCHK00004253	\$10,824.33
EFT000000001012	TRIC002	TRICO OPPORTUNITIES, INC.	7/18/2022	PAYABLES	PMCHK00004253	\$33,657.00
EFT000000001013	WILS002	STUART T WILSON, CPA, PC	7/18/2022	PAYABLES	PMCHK00004253	\$942.72
EFT000000001014	CLEA001	CLEAN KILL PEST CONTROL, INC.	7/25/2022	PAYABLES	PMCHK00004264	\$105.00
EFT000000001015	INSI002	INSIGHT DIRECT USA, INC	7/25/2022	PAYABLES	PMCHK00004264	\$3,910.07
EFT000000001016	MEDL001	MEDLINE INDUSTRIES, INC.	7/25/2022	PAYABLES	PMCHK00004264	\$645.29
EFT000000001017	NEGR001	MARI NEGRO	7/25/2022	PAYABLES	PMCHK00004264	\$40.00
EFT000000001018	NEGR002	MARI NEGRO	7/25/2022	PAYABLES	PMCHK00004264	\$11.25
EFT000000001019	NORT053	NORTHCARE	7/25/2022	PAYABLES	PMCHK00004264	\$15,299.00
EFT000000001020	RAZD003	AMIT RAZDAN, M.D., P.L.	7/25/2022	PAYABLES	PMCHK00004264	\$18,404.00
EFT000000001021	RESI001	RESIDENTIAL OPPORTUNITIES INC	7/25/2022	PAYABLES	PMCHK00004264	\$57,190.20
EFT000000001022			7/25/2022	PAYABLES	PMCHK00004264	\$83.75 B
EFT000000001023			7/25/2022	PAYABLES	PMCHK00004264	\$95.00 B
EFT000000001024	TRUE001	KINGSFORD HARDWARE, INC.	7/25/2022	PAYABLES	PMCHK00004264	\$7,129.42
EFT000000001025	WHIS001	WHISPERING PINES	7/25/2022	PAYABLES	PMCHK00004264	\$13,953.60
EFT000000001026	WILS002	STUART T WILSON, CPA, PC	7/25/2022	PAYABLES	PMCHK00004264	\$348.78
EFT000000001027	BEDF001	BEDFORD SPECIALIZED CARE INC.	8/4/2022	PAYABLES	PMCHK00004275	\$2,972.59
EFT000000001028	CLEA001	CLEAN KILL PEST CONTROL, INC.	8/4/2022	PAYABLES	PMCHK00004275	\$3,800.00
EFT000000001029	D2IN001	D2 INVESTMENTS	8/4/2022	PAYABLES	PMCHK00004275	\$247.00
EFT000000001030	EDEN001	EDEN PROPERTY COLLECTIONS	8/4/2022	PAYABLES	PMCHK00004275	\$1,846.00
EFT000000001031	EHIM001	EHIM	8/4/2022	PAYABLES	PMCHK00004275	\$5,673.92
EFT000000001032	ELAI001	ENGMAN'S HAVEN HOUSE	8/4/2022	PAYABLES	PMCHK00004275	\$1,386.00
EFT000000001033	FORE005	FOREVER FREINDS-PEER DROP IN C	8/4/2022	PAYABLES	PMCHK00004275	\$5,050.00
EFT000000001034	GTFI001	GT INDEPENDENCE	8/4/2022	PAYABLES	PMCHK00004275	\$11,579.68
EFT000000001035	INFA001	INFANT-PARENT PROG MENTORING L	8/4/2022	PAYABLES	PMCHK00004275	\$150.00
EFT000000001036	KUTH001	KUTHA AFC HOME	8/4/2022	PAYABLES	PMCHK00004275	\$19,166.52
EFT000000001037	MBMR001	M.B.M. REALTY	8/4/2022	PAYABLES	PMCHK00004275	\$14,734.66
EFT000000001038	MEDL001	MEDLINE INDUSTRIES, INC.	8/4/2022	PAYABLES	PMCHK00004275	\$1,809.14
EFT000000001039	NORT046	NORTHERN PINES	8/4/2022	PAYABLES	PMCHK00004275	\$5,397.80
EFT000000001040	NORT053	NORTHCARE	8/4/2022	PAYABLES	PMCHK00004275	\$37,580.00
EFT000000001041	OFFI001	OFFICE PLANNING GROUP	8/4/2022	PAYABLES	PMCHK00004275	\$470.23
EFT000000001042	QUIL001	QUILL CORPORATION	8/4/2022	PAYABLES	PMCHK00004275	\$286.02
EFT000000001043	RAZD003	AMIT RAZDAN, M.D., P.L.	8/4/2022	PAYABLES	PMCHK00004275	\$25,078.66
EFT000000001044	SAFE002	SAFE HAVEN	8/4/2022	PAYABLES	PMCHK00004275	\$954.50
EFT000000001045	SCHL001	SCHLAUD AFC HOME	8/4/2022	PAYABLES	PMCHK00004275	\$8,477.57
EFT000000001046	STAP001	STAPLES BUSINESS CREDIT	8/4/2022	PAYABLES	PMCHK00004275	\$453.40
EFT000000001047	SUNL001	SUN LIFE FINANCIAL	8/4/2022	PAYABLES	PMCHK00004275	\$9,894.06
EFT000000001048	WHIS001	WHISPERING PINES	8/4/2022	PAYABLES	PMCHK00004275	\$850.00

EFT000000001049	WILS002	STUART T WILSON, CPA, PC	8/4/2022 PAYABLES	PMCHK00004275	\$725.61
Total Checks:	256				<u>\$1,083,193.08</u>
	A	Client Allowances			\$5,340.50
	B	Stakeholder/R Rights/Member Serv Comm Pd Trvl			\$1,017.51
	R	Respite Camp Expense			<u>\$0.00</u>
					<u>\$6,358.01</u>

Check numbers 94608-94616 void due to being left in printer and other information printed on check stock
Check number 94751 sent to First Finance (needed voided check to set up lift van payments)



Quality Improvement Program

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Approvals

- Committee Approval: Leadership Team approved on 7/21/2022
-

Revision Insight

Document ID:	10329
Revision Number:	2
Owner:	Karen Thompson, QI AND UM COORDINATOR
Revision Official Date:	No revision official date

Revision Note:
Updated C 1 & 2, H1a, and removed H 4



DocID: 10329
Revision: 2
Status: Pending Committee Approval
Department: Quality/Performance Improvement
Manual(s):

Policy : Quality Improvement Program

POLICY/SUMMARY INTENT

The Quality Improvement (QI) Program provides a structured system-wide method of identifying areas of improvement and monitoring and evaluating efforts as they relate to the quality of care provided to all service recipients. High volume and/or high-risk service areas shall receive needed priority within the system to ensure Northpointe consistently and continuously designs processes and systematically monitors, analyzes, and improves performance to improve individual outcomes and deliver value to our service recipients.

DEFINITIONS

1. **Value-** Quality divided by cost
2. **Service recipient-** Person receiving services from Northpointe or from a contracted provider
3. **Stakeholders** - Northpointe employees, Board of Directors, Michigan Department of Health and Human Services (MDHHS), service recipients, former service recipients, guardians, community partners, county boards of commissioners, local agencies, schools, law enforcement, public at large, etc.
4. **Organizational performance indicator** - Performance indicators selected to monitor overall organizational performance
5. **Outcomes indicator** - Performance indicators selected to monitor departmental performance and may be developed based on requirements and/or input from appropriate stakeholders

AFFECTED DEPARTMENTS/SERVICES

Northpointe services and stakeholders

POLICY COMPLIANCE - KEY ELEMENTS

- A. The goal of Northpointe's Quality Improvement Program is to ensure that the organization has the requisite structures and processes in place to ensure quality services to individuals.
- B. Components of the program are detailed in the [Quality Assessment and Performance Improvement Plan \(QAPIP\)](#).
 1. The QAPIP shall be reviewed and updated annually and as necessary with final Board of Director's approval.
 2. Components include the following:
 - a. Organizational performance improvement goals, objectives, and indicators for measurement
 - b. Quality improvement structure
 - c. Roles and responsibilities of the Quality Improvement (QI) Team
- C. The QI Program monitors data to make sure that Northpointe is following MDHHS and Northcare guidelines.
 1. Plans of Correction will be implemented to correct concerns as needed.
 2. An opportunity for improvement may exist if the data reveals the any of the following:
 - a. An undesirable pattern or trend for at least two (2) consecutive quarters;
 - b. Undesirable variation(s) from that of recognized industry standards;
 - c. Performance that is good but could be improved;
- D. Methods of problem solving create a common language that provides a degree of precision and clarity needed to identify, analyze, and resolve important issues. All reported data shall be analyzed to identify trends or patterns that will initiate the implementation of improvement strategies and to conduct ongoing monitoring of improvement initiatives to ensure progress towards improvement and that improvement is sustained over time.

- E. A close examination of the process or outcome of care is central to the improvement process and will yield a greater understanding of the variables that potentially affect or influence an indicator or event. Therefore, whenever warranted, a close examination of the indicator or event is suggested. This analysis shall provide detailed information about the process or outcome that is being studied and should reveal the causes of performance.
 1. A root cause analysis (RCA) is an example of an intensive process of searching out and identifying the causes of performance.
 2. The next step is to identify the specific underlying factors that may have led to the indicator in question. Some but not all of these factors may be controllable. Contributing factors may include:
 - a. Individual factors including psychological, economic, social, and physiological variables;
 - b. Organizational factors such as adequate staffing and staff training;
 - c. Provider factors which influence the type of assessments and treatments a person may receive and effectiveness;
 - d. Environmental factors such as adequacy of space for the number of individuals living in that space;
 3. Narrowing the list of potential contributing factors and respective interventions to focus on the most relevant factors capable of being influenced or changed is essential to the development of a plan for improvement.
 4. Important elements of the plan include determining who will be involved and what will be required for implementation.
 5. Observation of the effects of the intervention shall continue to collect data which will allow for comparison of indicator data before and after the intervention.
 6. The results of the intervention shall be communicated through routine reports at least quarterly.
 7. Continued monitoring of the project is a critical aspect of performance improvement to ensure that the improved performance is maintained over time.
- F. The following criteria are helpful in setting priorities with the highest priority on projects that directly affect service recipient care:
 1. Expected impact on individual outcomes;
 2. Expected impact on organizational outcomes;
 3. Expected impact on performance;
 4. Selection of high-risk, high-volume, or problem-prone processes to monitor;
 5. The relationship of the potential improvement to the dimensions of performance and functions of accredited bodies, MDHHS, and other regulations;
 6. The organization's resources.
- G. Northpointe maintains a multidisciplinary QI Team for the purpose of evaluating all aspects of the Quality Improvement Program.
 1. The QI Team meets regularly based upon identified needs - Typically on a monthly basis.
 2. The QI Team routinely reviews the following:
 - a. Performance improvement projects
 - b. Outcome indicators
 - c. New directives from Michigan Department of Health and Human Services (MDHHS), NorthCare Network, and other governing bodies
 - d. Policies and procedures
 - e. Electronic medical record updates
 - f. Safety updates
 - g. Record reviews
 - h. Recipient Rights Reports (which shall include reports on the Behavior Treatment Committee (BTC) and physical restraints)
 - i. Plans of Correction
 - j. Suggestions for Improvement
 - k. Service recipient suggestion or complaints
 - l. Critical incidents
 - m. Quality data reports
 3. Agenda items shall be added as determined pertinent.
 4. Minutes shall be taken and maintained with distribution to the QI Team for review.
- H. The following methods are used to initiate QI projects:
 1. Quarterly Outcomes & Performance Indicators Reports
 - a. Measures are collected at prescribed intervals and recorded on the Northpointe Quarterly Data Report.
 - b. Results are used to guide program improvement, management decisions, public education, and program advocacy.
 - c. The results are incorporated into the annual Quality Assurance Performance Improvement Plan (QAPIP) and the [Written Plan for Professional Services](#).
 - d. Reports are reviewed quarterly with the QI Team, Stakeholder Advisory Committee, and Northpointe Board of Directors.
 - e. Reports are available for review by all employees and located on Northpointe's website for the public.
 2. Suggestions for improvement
 - a. Employees may make a suggestion for improvement by utilizing the Suggestion Form and providing it to the Quality Improvement (QI) Coordinator.
 - b. Suggestions shall be provided to the supervisor for consideration and his/her response returned to the QI Coordinator to share with the QI Team for consideration.

- c. Suggestions should be related to improvements in work environment, services for individuals, efficiency (cost, time savings, etc.), safety of employees and/or service recipients, improving communication, and/or improving information systems.
- 3. Quality record review process
 - a. Northpointe provides ongoing quality assurance reviews of clinical records, processes, and significant events as they relate to clinical documentation and record keeping.
 - b. Chart reviews are performed monthly on clinical records of service recipients with ongoing education provided to employee(s) regarding areas of improvement.
 - c. The QI Coordinator shall maintain cumulative reports and any trends shall be discussed in QI Team meetings.
 - d. Corrective processes are implemented to correct any ongoing identified problems that persist for two (2) or more quarters.
- I. Confidentiality is a cornerstone in the Quality Improvement Program. Individuals engaged in quality improvement activities must maintain the confidentiality of the information.
 - 1. Reference to individual providers or members shall be impersonal in that those individuals are referred to by numbers or initials only except when a specific reference is essential to meeting the goals of the QAPIP.
 - 2. All written records, reports, or any work product or communication related to QI activities are considered privileged and confidential information.
 - 3. Any release of information is subject to legal approval - Pursuant to Michigan Statutes, Act No. 168 of 1972.
 - 4. Northpointe's procedures, committee minutes, and service recipient clinical records are open to review by state and federal regulatory agencies when applicable.
 - 5. Information sharing is strictly limited to the specific purposes of the reviewing party.
 - 6. Confidentiality of Northpointe's documents is governed by Northpointe's confidentiality policies in accordance with applicable promulgated HIPAA standards and within legal time-frames for compliance.

Document ID	10329	Document Status	Pending Committee Approval
Department	Quality/Performance Improvement	Department VP/Director	Kusz, Erin
Document Owner	Thompson, Karen	Next Review Date	
Original Effective Date	04/01/2000		
Revised	[09/26/2019 Rev. 0], [04/13/2020 Rev. 1]		
Attachments: (REFERENCED BY THIS DOCUMENT)	Quality Improvement Program SOP		
Other Documents: (WHICH REFERENCE THIS DOCUMENT)	Northpointe Board of Directors Bylaws NorthCare Audit Standard VIII Quality Management		

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[https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10329\\$2](https://www.lucidoc.com/cgi/doc-gw.pl?ref=nbhs:10329$2).



9/15/22 Board Contract Grid

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Revision Insight

Document ID:	12535
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Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	No revision official date

Revision Note:
No revision note

Northpointe BHS
Contracts-September 15, 2022

#	Name of Contract	County Location	Contract Type	Date of Contract	Old Rate		New Rate		Change
A	Virginia Freeborn	Marquette	Psychiatry Services	10/1/2022 - 9/30/2023	\$80 per hour \$40 (flat rate) for travel outside of Marquette		\$100 per hour \$40 (flat rate) for travel outside of Marquette		
B	Todd Silverstein Psy. D.	Dickinson	Outpatient Therapy Support/Supervisory	10/1/2022 - 11/1/2022	\$50 per hour, weekly		\$50 per hour, weekly		Extending for a month for licensure, no rate change
C	Van Holla, David	Dickinson	Psychiatry Services	10/1/2022 - 9/30/2023	Code 99205/New Pt. Eval. 99213/Office Visit 99214 99215 90833 90836 90838 90785	Cost \$400.00 \$130.00 \$175.00 \$250.00 \$ 70.00 \$ 85.00 \$105.00 \$ 40.00 per encounter	Code 99205/New Pt. Eval. 99213/Office Visit 99214 99215 90833 90836 90838 90785	Cost \$400.00 \$130.00 \$175.00 \$250.00 \$ 70.00 \$ 85.00 \$105.00 \$ 40.00 per encounter	Changed contract terms to fiscal year cycle; no rate change



Board Quality Report

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Revision Insight

Document ID:	12471
Revision Number:	1
Owner:	Jennifer Cescolini, CHIEF EXECUTIVE OFFICER
Revision Official Date:	9/12/2022

Revision Note:
FY22 Qtr 3

Northpointe Board Quality Data for FY22

Quarter: ☒ 1 ☒ 2 ☒ 3 ☐ 4

FY22 Service Recipient Data (Informational)		Quarter			
		1	2	3	4
Total # of individuals served at Northpointe (Includes Crisis, Preadmission Screenings, and all individuals seen for a face-to-face service)	Adult MI	843	639	526	
	Adult I/DD	176	172	161	
	Children MI	264	266	289	
	Children I/DD	50	57	52	
	Total	1333	1134	1028	

FY22 Service Recipient Satisfaction Surveys <i>Data with * indicates identified issue</i>		Quarter			
		1	2	3	4
# Surveys Sent		357	226	378	
# Surveys Received		18	30	21	
Return Rate		5.04%	13.27%	5.6%	
Overall Satisfaction	% Satisfied	94.1%	96%	96.6%	
	% Not Satisfied	0.8%	4%	3.4%	

Plan	
Issue Identified	Action(s)
The return rate of surveys is low	Survey is now available online
	Continue to offer help if needed to complete survey.
	Ideas: Provide business cards with on-line information & add to Northpointe website

Northpointe Board Quality Data for FY22

Quarter: ☒ 1 ☒ 2 ☒ 3 ☐ 4

FY22 Hospitalization Data Data with * indicates identified issue			Quarter				Plan	
			1	2	3	4	Issue Identified	Action(s)
# Psychiatric Hospitalizations	Adult	Total	29	35	34		What are we doing to prevent hospitalization in those who are already in services?	- LOCUS and Amendment to be completed for those hospitalized. 7 day follow up after discharge. - Crisis Stabilization Program in Menominee. - Daytime MICAL line and Crisis workers. - Crisis Alerts Plan for difficult times. - Dial Help has texting options. - Increase regular appointments and reach out to those who are not maintaining appointments - Completion of UIR for RCA review when attempt for self-harm amongst existing clients
		CMH Services	11*	11*	12			
		Denied by NorthCare	2	1	0			
		Denied by Northpointe	0	0	0			
		No CMH Services	18	24	22			
	Children	Total #	7	8	11			
		CMH Services	5*	7*	7			
		Denied by NorthCare	0	0	0			
		Denied by Northpointe	0	0	0			
		No CMH Services	2	1	4			

MDHHS Performance Indicators: Outcomes								Plan	
#	Indicator (All service recipients)		Standard	Quarter				Issue Identified	Action(s)
				1	2	3	4		
10	The percent of MI and DD children and adults readmitted to an inpatient psychiatric unit within 30 days of discharge.	Adult	15% or less	11%	0%	5%		Readmission for children is not meeting the standard	• Dr. Razdan reviews the child admissions • Intensive Criss Stabilization for Children • TFCO Program • Review cases to identify if services are effective and if there are any additional needs • Additional education for families
		Children		18%	33%	11%			

Northpointe Board Quality Data for FY22

Quarter: ☒ 1 ☒ 2 ☒ 3 ☐ 4

FY22 Discharges Data with * identifies areas to address	Quarter															
	1				2				3				4			
# Service Recipients Discharged	Adult MI	Adult I/DD	Children MI	Children I/DD	Adult MI	Adult I/DD	Children MI	Children I/DD	Adult MI	Adult I/DD	Children MI	Children I/DD	Adult MI	Adult I/DD	Children MI	Children I/DD
Treatment Completed	11	2	10	2	9	11	4	1	2	0	6	1				
Transferred to Another Treatment	8	1	1	0	6	1	2	0	0	0	3	1				
Incarcerated or Released by Courts	2	0	1	0	1	0	0	0	2	0	1					
Other	4	8	8	1	3	2	0	0	6	1	1	3				
Deceased	0	0	0	0												
Terminated by Facility	1	0	0	1	2	0	0	1	0	0	0	0				
Dropped out of Treatment *	48	1	17	5	35	4	20	1	11	0	3	1				
Discharge Within 90 Days*	2	0	1	1	5	2	1	1	4	0	1	0				
Action Plan																
Actions to Reduce # of Service Recipients Dropping Out of Treatment								Actions Taken to Address Service Recipients Leaving Within 90 Days								
- Educate staff regarding the appropriate discharge selections as incorrect selection of "dropping out of treatment" has been identified. - TEDS coding document shall be added for acknowledgment in Lucidoc - Review cases to identify those who state they no longer need treatment versus those that stop participating.								- Quality to review cases who leave service within 90 days to identify reason and look for opportunities to help keep individuals in services - Provide further education on Northpointe services at intake to ensure individuals have a clear understanding and expectations - Work on rapport building and motivational interviewing with clinical staff.								
Suggestions: Peer Support outreach for those who drop out of treatment Create videos describing the services that would be accessible to new individuals																

MDHHS Performance Indicators: Access								Plan		
#	Indicator (All Service Recipients)		Standard	Quarter				Notes	Issue Identified	Action(s)
				1	2	3	4			
1	The percent of all adults and children receiving a pre-admission screening for psychiatric inpatient care for whom the disposition was completed within three hours.	Adult	95%	100%	100%	100%				
		Children		100%	100%	100%				
2	The percentage of new persons during the quarter receiving a completed biopsychosocial assessment within 14 calendar days of a non-emergency request for service.	Adult MI	Starting 2021 exceptions were not being reported to allow complete data collection by MDHHS; a standard is not determined yet.	53%	46%	49%		Quarter 3: 26 no shows, 34 cancelations or scheduled outside 14 days	# No shows	- Staff are calling 3 days prior to intake with reminder - Intake letters are currently sent when the intake is scheduled; 4/2022 begin including an appointment card with date/time - Reminder calls/texts the day prior to the appointment.
		Adult IDD		50%	50%	33% Only 3 and 2 were no shows				
		Child MI		75%	51%	61%			# Cancellations	- Continue to try to provide the rescheduled appointment within the 14-day time frame. Suggestion: - Are we offering intakes using telehealth?
		Child IDD		67%	75%	100%				
3	Percentage of new persons during the quarter starting any medically necessary on-going covered service within 14 days of completing a non-emergent biopsychosocial assessment.	Adult MI		65%	68%	65%		Quarter 3: 13 no show, 6 cancel or reschedule	# No shows	- Automated call the day prior to the appointment Suggestion: - Send a letter and appointment card
		Adult IDD		67%	89%	0% Only 2				
		Child MI		62%	77%	65%			# Cancellations or reschedules	Staff will continue to try to offer times within the 2- week period if able.
		Child IDD		50%	60%	100%				
4	The percent of discharges from a psychiatric inpatient unit who are seen for follow-up care within seven days.	Adult	95%	100%	93%	100%		Quarter 2: 1 out of compliance	Some individuals do not wish to have NBHS services. We do not know if they follow up with PCP or another provider.	Discharge planner contacts psychiatric hospitals to coordinate discharge.
		Children		100%	100%	100%				

Northpointe Board Quality Data for FY22

Quarter: ☒ 1 ☒ 2 ☒ 3 ☐ 4

HEDIS Performance Indicators (Performance Indicator with NorthCare)							Plan	
Indicator (All Service Recipients)		Standard	Quarter				Issue Identified	Action(s)
			1	2	3	4		
The percentage of discharges for individuals age six (6) and older, who were hospitalized for treatment of selected mental illness or intentional self-harm diagnoses, and who had a follow-up visit with a mental health provider within 30 days of discharge	Age 18 +	58%	59%	54%	67%			
	Age 6 – 17	70%	64%	100%	100%		Follow up for age 6-17 is not meeting 70% Note: Individuals do not always want to follow up with Northpointe and will go to private provider.	- Formal Plan of Correction has been started - Follow up calls with information on crisis services.

Northpointe Board Quality Data for FY22

Quarter: ☒ 1 ☒ 2 ☒ 3 ☐ 4

FY22 Homebased Services														
Indicator		Standard	Month											
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Families receiving Home-Based services will receive four (4) hours of documented face-to-face services per month from the primary home-based services worker or, if appropriate, the evidence-based practice therapist.	Dickinson	90%	41%	48%	38%	50%	56%	59%						
	Iron		22%	67%	63%	43%	78%	89%						
	Menominee		86%	100%	95%	81%	100%	67%						

Actions(s)
Supervisor/Team Lead to monitor and discuss barriers to meeting requirement.
Staff try to adjust schedule to provider services for those that miss or cancel within the time frame.
Current review of HB cases to monitor caseloads and utilization