

## **How to Access Policies Index**

As part of the St. Clair County CMHA In Network Service Contract Provider for Mental Health Services, all Providers are required to be in compliance with the policies and procedures of St. Clair County CMHA. To access St. Clair County CMHA policies:

Step 1: Go to <http://www.scccmh.org>

Step 2: Click on “**Contract Provider**” at the bottom of the page

Step 3: After clicking on **Contract Provider**, you will have access to all three indexes- Forms, Policy, and Instructional Guides. Each index is searchable. Click on the **Policy Index** link

Step 4: The **Policy Index** page allows users to sort by policy name, number application, as well as search for a specific policy (upper left of page). In addition, a Table of Contents provides a combined listing of all policies and numbers.

Step 5: To read a policy, click on the Policy Index link. You may then look for the name of the policy in the alphabetical list or click on Chpt to sort the policies by number. Alternatively, you may search for the policy using the Search function by policy number or name.

Step 6: Click on the name of the policy that you would like to read.

*Should you have a problem accessing policies, please call: Sandy Horne at (810) 966-3710*