

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **PAYMENT OF FEES FOR ORGANIZATIONAL MEMBERSHIPS**

ANNUAL REVIEW MONTH: April

RESPONSIBLE FOR REVIEW: Financial Services Director

LAST REVISION DATE: April 2008

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GENERAL

It is both desirable and in some cases necessary that Central State Hospital (CSH) be represented in certain associations. Memberships purchased with hospital funds should be of primary benefit to the hospital although an individual employee representative may benefit as well. In compliance with the Georgia Department of Human Resources (DHR) Policy 1222, Payment of Fees for Organizational Membership or Accreditation, all association memberships purchased with hospital funds will be in the name of the hospital and not in the name of an organizational segment nor individual employee. Representation on behalf of CSH in the association will be designated by position title, not by the name of an individual, and should be transferable between CSH employees if a change is so designated by the Chief Executive Officer (CEO).

CSH will not apply for or purchase membership in any organization which practices any form of illegal discrimination in applicant services, membership or any other program or specified activity.

CRITERIA FOR RENEWAL AND NEW MEMBERSHIPS

New or renewal memberships must meet the criteria in at least one of the following categories:

- A. Certification/Accreditation
Membership significantly enables and/or is necessary for the hospital to be licensed, accredited, or to establish eligibility for third party payment.
- B. Education/Training
Membership provides the hospital with the appropriate certification, accreditation, training materials and/or professional literature necessary for the continuing education and/or staff development of professionals utilized in the delivery of services.

Information Sharing
Membership provides information on current developments in service delivery (including support services), on current and proposed laws and regulations that are vital to the

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_____improvement and maintenance of quality hospital services.

D. Community Relations

Membership provides for an on-going positive exchange between hospital personnel and community organizations which is helpful or necessary for the delivery of services.

USE OF FEDERAL FUNDS

Any membership to be purchased with federal funds must comply with the provisions of the Code of Federal Regulations: 45 CFR-Par. 74, Appendix C quoted below:

"The cost of memberships in civic, business, technical and professional organizations is allowable provided: 1) the benefit from the membership is related to the grant program; 2) the expenditure is for agency membership; 3) the cost of membership is reasonably related to the value of the services or benefits received; and 4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation."

DIRECTOR'S APPROVAL REQUIRED

Approval must be received from the Director of the Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD) prior to requesting payment from hospital funds for any organization membership or renewal.

Approved:

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This policy has been approved by the CEO and CMO in July 2008.

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