	Shasta County Health and Human Services Agency Managed Care, Compliance & Quality Management
	Non-Retaliation/Non-Retribution Policy & Procedure

1.0 Persons/Programs Affected *(Check all that apply)*

☒ All Staff	☐ All Managers	☐ All Supervisors	

*Each branch to have unique Persons/Programs Affected
All employees include all employees--full-time, part-time and extra-help.

2.0 Definitions

N/A

3.0 Policy

The Shasta County Health and Human Services Agency (HHSA) through its Mental Health Plan (MHP) is responsible for the proper use of its resources and the public and private support that furthers the realization of its mission. The MHP is committed to conducting its affairs in full compliance with the law and with its own policies and procedures. Such adherence strengthens and promotes ethical and fair practices. All employees and other individuals holding positions of fiscal duty are obligated to perform these duties in compliance with all applicable laws and MHP policies and procedures.

The purpose of this Policy is to encourage and enable good-faith reports by HHSA employees of observed or suspected misconduct or noncompliance with law or MHP policies and procedures without fear of retaliation or retribution.

A. Knowledge of, or suspicion of misconduct, violations of law, or other wrongdoing, must be immediately reported to HHSA management, the Compliance Office or other MHP compliance officials, or the Compliance Disclosure Line.

B. No employee is permitted to engage in retaliation, retribution, or any form of harassment against another employee for reporting compliance-related concerns.

C. Employees cannot exempt themselves from the consequences of wrongdoing by self-reporting, although self-reporting may be taken into account in determining the course of action.

4.0 Procedure

All MHP management and compliance officials must maintain an open-door policy and assure their staff that the system truly encourages the reporting of problems and that there will be no retaliation, retribution, or harassment for doing so.

Any employee who believes that he/she has been subject to conduct in violation of this policy should report this concern directly to the Compliance Officer or Compliance Disclosure Line; contact information as follows:

Compliance Officer
Shasta County Health and Human Services Agency, Business and Support Services
1810 Market St.
Redding, CA 96001
(530) 245-6750

24/7 Confidential Compliance Disclosure Line: 1-866-229-8050

Website Address:
http://www.co.shasta.ca.us/html/Mental_Health/About%20Us/About%20Us.htm

To email suspected compliance violations, send your concerns to:
mhcompofcr@co.shasta.ca.us

The Compliance Officer will begin investigations on all reported concerns, as appropriate and in a timely manner.

Insofar as legal and practical, confidentiality of employee concerns will be maintained. Only those personnel who have a need to know will be informed.

Any employee who violates this policy will be subject to disciplinary action, in accordance with Shasta County Personnel Rules and/or employee bargain unit Memorandums of Understanding, up to and including termination.

5.0 Attachments

N/A

6.0 Revision History

Date	No.	Action:
05/27/2014	2014-16	Revision to new format & renumbered

7.0. Other Agency Involvement

N/A

8.0 Authorization/Signatures

The above policy and procedure has been reviewed and is authorized for immediate implementation:

Donnell Ewert, MPH, Director — Date: 5/30/14

Micki Mills, Program Manager, Business & Support Services — Date: 5/29/2014
Compliance Officer
Managed Care Compliance Program