## **Table of Contents**

- Some items in the Table of Contents are indicated as "updated" or "new." This means that these policies and procedures (P&Ps) have been updated or created since the previous edition of *PolicySource*. These changes reflect updates in the Joint Commission standards and elements of performance for behavioral health care and human services accreditation. **Note:** A number of P&Ps have been updated due to changes in terminology. These are noted in orange in the Table of Contents and as "Terminology changes" in the chapter grids.
- Those items with a paperclip icon ① are not P&Ps themselves but supplementary materials or attachments for a particular P&P. Not every P&P has such attachments, but that does not prohibit someone using *PolicySource* to create their own ancillary materials for any of their own P&Ps.

Introduction to Policy	Source
	<b></b>

## Sample Policies and Procedures for Behavioral Health Care and Human Services Organizations

Care. Treatment. and Services	

- Eligibility and Screening Procedures
- Policy for Admission to Maintenance Treatment
- Waiting List Management Policy
- Comprehensive Assessment and Reassessment Procedures
- History and Physical Screening Procedures
- · Procedures for Patient Health Screening and History and Physical Examination in Residential Care
- Drug Testing Policy for Individuals with Addictions
- Safety Check of Unlicensed Alternative Care Providers Policy
- · Child Welfare Policy for Reports of Abuse or Neglect
- Plan for Care, Treatment, or Services Development Policy
  - Treatment Plan Template
- Discharge Planning Policy
- Medically Supervised Withdrawal Against Medical Advice Policy
- Outcomes of Care, Treatment, or Services Measurement Procedures
- Policy on the Role of Education in Care, Treatment, and Services for Children or Youth
- Visitation Plan Development Policy for Child Welfare
- Emergency Management Plan for Outdoor/Wilderness Experiences
- Resuscitation Services Policy
- Medical Emergency Procedures
- Exclusionary Time-Out Policy
- Individualized Behavioral Contingencies Policy
- Physical Holding of a Child or Youth Policy
- Restraint and Seclusion Policy
  - Restraint and Seclusion Decision Checklist
- Plan for Providing Prevention and Wellness Promotion Services

<u>E</u>	nvironment of Care	25
•	Environment of Care Plan	
•	Environmental Safety and Security Risk Identification Procedures	
•	Smoke-Free Policy	
•	Foster Care Environment Safety Assessment Policy	
	Foster Home Safety Checklist	
•	Fire Response Plan	
•	Fire Drill Procedures	
•	NEW! Infection Control During Construction Policy	
	NEW! Infection Control Measures Evaluation Worksheet	
•	Medical Equipment Failure Response Procedures	
•	Environment of Care Management Plan Annual Evaluation Policy	
•	Utility System Maintenance and Disruption Response Procedures	
•	Emergency Backup for Medication Refrigeration Policy	
•	Emergency Backup for Medication Dispensing Equipment Policy	
<u>E</u> 1	mergency Management	27
•	Emergency Management Plan	
•	Emergency Communications Plan	
•	Procedures for Tracking Individuals Served During an Emergency	
Н	uman Resources Management	28
•	Staff Qualifications Verification Policy	
•	Staff Orientation Plan	
•	Ongoing Education and Training Policy	
In	fection Prevention and Control	29
•	Hand Hygiene Policy	
•	Infection Prevention and Control Plan	
•	Infectious Disease Outbreak Response Procedures	
•	Influx of Potentially Infectious Individuals Response Plan	
•	Staff Influenza Vaccination Policy	
In	iformation Management	30
•	Information Systems Interruption Management Plan	
•	Privacy and Security of Clinical/Case Information Policy	
14	eadership	31
•	Code of Conduct Policy	01
•	Child Welfare Worker Safety Policy	
•	System or Process Failures Response Policy	
•	Policy for Gender-Specific Treatment in Opioid Treatment Programs	
•	Follow-Up Care of New Mothers and Well-Baby Care Policy	
•	Assessing Placement for Appropriate Level of Care Policy	
•	Inpatient Withdrawal Management Policy	
•	Nondiscriminatory Policy for Selection of Foster Care Parents in Child Welfare	
•	Procedures for Reporting and Addressing Abuse in Foster Care	
•	<u>i rocedures for richorting and Addressing Abdse in roster Gale</u>	

•	UPDATED! Conflict of Interest Policy	
•	Community Relations Plan for Opioid Treatment Programs	
Lit	<u>fe Safety</u>	33
•	Life Safety Code® Building Assessment Policy	
•	Interim Life Safety Measures Policy	
•	Life Safety Code® Deficiencies Policy	
<u>M</u>	ledication Management	34
•	Accessibility of Information About the Individual Served Policy	
•	High-Alert and Hazardous Medication Management Policy	
	Opioid Treatment Program High-Alert Medications Inventory	
•	Psychotropic Medication Management Policy	
•	Medication Outage or Shortage Substitution Protocols	
•	UPDATED! Medication Control Policy	
•	Medication Orders Policy	
•	Plan for Emergency Administration of Medication in Opioid Treatment Programs	
•	Recalled Medication Management Policy	
•	Self-Administered Medications Policy	
	Individual Medication Log	
•	Take-Home Medications Policy for Opioid Treatment Programs	
	① Chain of Custody for Take-Home Medications	
•	Investigational Medications Management Policy	
•	Medication Event Response Policy	
	Medication Event Incident Response Report	
•	Automatic Dispensing Cabinets Override Review Policy	
Na	ational Patient Safety Goals	36
•	Medication Reconciliation Policy	
•	Suicide Risk Assessment and Prevention Policy	
	Suicide Risk Assessment Form	
•	Procedures for Counseling and Follow-Up Care for Individuals at Risk of Suicide After Discharge	
•	UPDATED! Plan for Improving Health Care Equity	
<u>Pe</u>	erformance Improvement	37
•	UPDATED! Performance Improvement Policy	
Re	ecord of Care, Treatment, and Services	38
•	Clinical/Case Record Timeliness Policy	
•	Clinical/Case Record Retention Policy	
<u>Ri</u>	ights and Responsibilities of the Individual	39
•	Rights of the Individual Served Policy	
•	<u>Visitor Policy During Infectious Disease Surge</u>	
•	Informed Consent Policy	

• Procedures for Follow-Up in Child Welfare Reunification Cases

•	Rights of Individuals Served Who Work at the Organization
•	Rights of Individuals in Foster Care Policy
•	Rights of the Family of Origin in Child Welfare Policy
W	aived Testing
•	Waived Testing Policy
•	Waived Testing Competency Assessment Policy
•	UPDATED! Waived Testing Quality Control Policy
Re	<u>esources</u> 42
•	UPDATED! Applicability Grids
•	
	General Sources
•	General Sources Plan Template
•	
•	Plan Template
•	Plan Template Policy and Procedures Evaluation Checklist
•	Plan Template Policy and Procedures Evaluation Checklist Policy and Procedures Inventory Template

Advance Directives/Psychiatric Advance Directives Policy

Complaint Resolution Policy

• Scoring Rubric to Assess P&Ps

Personal Advocate Provision Policy