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
	

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

Care, Treatment, and Services	 	22

- 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
- <u>Discharge Planning Policy</u>
- 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
- <u>Exclusionary Time-Out Policy</u>
- 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

Environment of Care Plan	
Environmental Safety and Security Risk Identification Procedures	
Smoke-Free Policy	
Foster Care Environment Safety Assessment Policy	
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	
<u>Utility System Maintenance and Disruption Response Procedures</u>	
Emergency Backup for Medication Refrigeration Policy	
Emergency Backup for Medication Dispensing Equipment Policy	
Emergency Management	27
Emergency Management Plan	
Emergency Communications Plan	
Procedures for Tracking Individuals Served During an Emergency	
Human Resources Management	28
Staff Qualifications Verification Policy Staff Orientation Plan	
Staff Orientation Plan Operation and Training Pality	
Ongoing Education and Training Policy	
Infontion Provention and Control	29
Hand Hygiene Policy	29
Infection Prevention and Control Plan	
Infectious Disease Outbreak Response Procedures	
Influx of Potentially Infectious Individuals Response Plan	
Staff Influenza Vaccination Policy	
Start influenza vaccination i olicy	
Information Management	30
Information Systems Interruption Management Plan	00
Privacy and Security of Clinical/Case Information Policy	
Leadership	31
Code of Conduct Policy	
<u>Child Welfare Worker Safety Policy</u>	
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	

•	UPDATED! Conflict of Interest Policy	
•	Community Relations Plan for Opioid Treatment Programs	
		25
LII	<u>fe Safety</u>	33
•		
•	Interim Life Safety Measures Policy Life Safety Code® Deficiencies Policy	
M	edication 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	
	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	
D	ecord of Care, Treatment, and Services	20
•	Clinical/Case Record Timeliness Policy	
•	Clinical/Case Record Retention Policy	
<u>Ri</u>	ghts 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

• Complaint Resolution Policy • Personal Advocate Provision Policy 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 Waived Testing Policy Waived Testing Competency Assessment Policy **UPDATED!** Waived Testing Quality Control Policy Resources 42 **UPDATED!** Applicability Grids • General Sources • Plan Template • Policy and Procedures Evaluation Checklist Policy and Procedures Inventory Template Policy Template **Procedures Template** UPDATED! Required Written Documentation Chapter for CAMBHC Scoring Rubric to Assess P&Ps

Advance Directives/Psychiatric Advance Directives Policy