


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:** All P&Ps have been updated to improve accessibility.
- Those items with a paperclip icon  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 <i>PolicySource</i>	1
--------------------------------------------------	---

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 for 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](#)
- **UPDATED!** [Restraint and Seclusion Policy](#)
-  **UPDATED!** [Restraint and Seclusion Decision Checklist](#)
- **NEW!** [Care Coordination Procedures for Certified Community Behavioral Health Clinics](#)
- [Plan for Providing Prevention and Wellness Promotion Services](#)

Environment of Care	25
<ul style="list-style-type: none"> • Environment of Care Plan • Environmental Safety and Security Risk Identification Procedures • NEW! Workplace Violence Prevention Plan • Smoke-Free Policy • Foster Care Environment Safety Assessment Policy • Foster Home Safety Checklist • Fire Response Plan • Fire Drill Procedures • Infection Control During Construction Policy • Infection Control Measures Evaluation Worksheet • Medical Equipment Failure Response Procedures • Environment of Care Management Plan Annual Evaluation Policy • Utility System Disruption Response Procedures • Emergency Backup for Medication Refrigeration Policy • Emergency Backup for Medication Dispensing Equipment Policy 	
Emergency Management	27
<ul style="list-style-type: none"> • NEW! Plan for Identifying Potential Emergencies • Emergency Management Plan • Emergency Communications Plan • Procedures for Tracking Individuals Served During an Emergency 	
Human Resources Management	28
<ul style="list-style-type: none"> • NEW! Staffing Plan for Certified Community Behavioral Health Clinics • Staff Qualifications Verification Policy • Staff Orientation Plan • Ongoing Education and Training Policy • NEW! Staff Competency Assessment Policy for Certified Community Behavioral Health Clinics 	
Infection Prevention and Control	29
<ul style="list-style-type: none"> • Hand Hygiene Policy • Infection Prevention and Control Plan • Infectious Disease Outbreak Response Procedures • Influx of Potentially Infectious Individuals Response Plan • Staff Influenza Vaccination Policy 	
Information Management	30
<ul style="list-style-type: none"> • Information Systems Interruption Management Plan • Privacy and Security of Clinical/Case Information Policy 	
Leadership	31
<ul style="list-style-type: none"> • Code of Conduct Policy • Child Welfare Worker Safety Policy • System or Process Failure 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](#)
- [Procedures for Follow-Up in Child Welfare Reunification Cases](#)
- **NEW!** [Sliding-Scale Fee Schedule and Eligibility Policy for Certified Community Behavioral Health Clinics](#)
- [Conflict of Interest Policy](#)
- [Community Relations Plan for Opioid Treatment Programs](#)
- **NEW!** [Protocols for Providing Access to Certified Community Behavioral Health Clinic Services](#)

Life Safety 33

- [Life Safety Code® Building Assessment Policy](#)
- [Interim Life Safety Measures Policy](#)
- [Life Safety Code® Deficiencies Policy](#)

Medication 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](#)
- [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 in Opioid Treatment Programs](#)
- [Investigational Medications Management Policy](#)
- [Medication Event Response Policy](#)
- [Medication Event Incident Report](#)
- [Automatic Dispensing Cabinets Override Review Policy](#)

National Patient Safety Goals 36

- [Medication Reconciliation Policy](#)
- **UPDATED!** [Suicide Risk Management and Prevention Policy](#)
- [UPDATED! Suicide Risk Assessment Form](#)
- [Procedures for Counseling and Follow-Up Care for Individuals at Risk of Suicide After Discharge](#)
- [Plan for Improving Health Care Equity](#)

Performance Improvement 37

- **UPDATED!** [Performance Improvement Plan](#)

Record of Care, Treatment, and Services 38

- [Clinical/Case Record Timeliness Policy](#)
- [Clinical/Case Record Retention Policy](#)

Rights and Responsibilities of the Individual	39
<ul style="list-style-type: none"> • Rights of the Individual Served Policy • Visitor Policy During Infectious Disease Surge • Visitor Prescreening Checklist (COVID-19) • Informed Consent Policy • Advance Directives/Psychiatric Advance Directives Policy • 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	41
<ul style="list-style-type: none"> • Waived Testing Policy • Waived Testing Competency Assessment Policy • Waived Testing Quality Control Policy 	
Resources	42
<ul style="list-style-type: none"> • 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 	