Introduction to *PolicySource*

- Get Started
- Policies, Procedures, Protocols, or Plans for Behavioral Health Care and Human Services

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

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

- o   Safety Check of Unlicensed Alternative Care Providers Policy

- o   Visitation Plan Development Policy for Child Welfare

- o   Waiting List Management Policy

- Environment of Care

  - o   Environment of Care Management Plan Annual Evaluation Policy

  - o   Environment of Care Plan

  - o   **NEW!** Environmental Safety and Security Risk Identification Procedures

  - o   **UPDATED!** Fire Drill Procedures

  - o   **UPDATED!** Fire Response Plan

  - o   Foster Care Environment Safety Assessment Policy

    - 📎   Foster Home Safety Checklist

  - o   **NEW!** Medical Equipment Failure Response Procedures

  - o   Smoke-Free Policy

  - o   Utility System Maintenance and Disruption Response Procedures

- Emergency Management

  - o   Emergency Communications Plan

  - o   Emergency Management Plan

  - o   **UPDATED!** Procedures for Tracking Individuals Served During an Emergency

- Human Resources Management

  - o   Ongoing Education and Training Policy

  - o   Staff Orientation Plan

  - o   Staff Qualifications Verification Policy

- Infection Prevention and Control

  - o   Hand Hygiene Policy

  - o   Infection Prevention and Control Plan

  - o   Infectious Disease Outbreak Response Procedures

  - o   Influx of Potentially Infectious Individuals Response Plan

  - o   Staff Influenza Vaccination Policy

- Information Management

  - o   Information Systems Interruption Management Plan

  - o   Privacy and Security of Clinical/Case Information Policy

- Leadership
  - Assessing Placement for Appropriate Level of Care Policy
  - Child Welfare Worker Safety Policy
  - Code of Conduct Policy
  - Community Relations Plan for Opioid Treatment Programs
  - Conflict of Interest Policy
  - Follow-Up Care of New Mothers and Well-Baby Care Policy
  - Inpatient Detoxification Policy
  - Nondiscriminatory Policy for Selection of Foster Care Parents in Child Welfare
  - **NEW!** Policy for Gender-Specific Treatment in Opioid Treatment Programs
  - Procedures for Follow-Up in Child Welfare Reunification Cases
  - Procedures for Reporting and Addressing Abuse in Foster Care
  - System or Process Failures Response Policy
- Life Safety
  - *Life Safety Code*® Building Assessment Policy
  - *Life Safety Code*® Deficiencies Policy
- Medication Management
  - **NEW!** Accessibility of Information About the Individual Served Policy
  - Automatic Dispensing Cabinets Override Review Policy
  - High-Alert and Hazardous Medication Management Policy
    - Opioid Treatment Program High-Alert Medications Inventory
  - Investigational Medications Management Policy
  - Medication Control Policy
  - Medication Event Response Policy
    - Medication Event Incident Response Report
  - Medication Orders Policy
  - Medication Outage or Shortage Substitution Protocols
  - Plan for Emergency Administration of Medication in Opioid Treatment Programs
  - Psychotropic Medication Management Policy
  - **NEW!** Recalled Medication Management Policy

- o Self-Administered Medications Policy
    - 📎 Individual Medication Log
  - o Take-Home Medications Policy for Opioid Treatment Programs
    - 📎 Chain of Custody for Take-Home Medications
- National Patient Safety Goals
  - o **NEW!** Medication Reconciliation Policy
  - o Procedures for Counseling and Follow-Up Care for Individuals at Risk of Suicide After Discharge
  - o Suicide Risk Assessment and Prevention Policy
    - 📎 Suicide Risk Assessment Form
- Performance Improvement
  - o **UPDATED!** Performance Improvement Policy
- Record of Care, Treatment, and Services
  - o Clinical/Case Record Retention Policy
  - o Clinical/Case Record Timeliness Policy
- Rights and Responsibilities of the Individual
  - o Advance Directives/Psychiatric Advance Directives Policy
  - o Complaint Resolution Policy
  - o **UPDATED!** Informed Consent Policy
  - o Personal Advocate Provision Policy
  - o Rights of the Family of Origin in Child Welfare Policy
  - o **NEW!** Rights of Individuals in Foster Care Policy
  - o **UPDATED!** Rights of the Individual Served Policy
  - o Rights of Individuals Served Who Work at the Organization
  - o Visitor Policy During Infectious Disease Surge
    - 📎 Visitor Prescreening Checklist (COVID-19)
- Waived Testing
  - o Waived Testing Competency Assessment Policy
  - o Waived Testing Policy
  - o Waived Testing Quality Control Policy

Resources

- **UPDATED!** Applicability Grids

- General Sources

- Plan Template

- Policy and Procedures Evaluation Checklist

- Policy and Procedures Inventory Template

- Policy Template

- Procedures Template

- **UPDATED!** RWD Chapter for *CAMBHC*

- Scoring Rubric to Assess P&Ps