


Table of Contents

Please note the following:


- 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 year’s edition of *PolicySource*. These changes are made to reflect updates in the Joint Commission standards and elements of performance for the behavioral health care and human services accreditation program.
- 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 *PolicySource* 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 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](#)
- NEW! [Plan for Providing Prevention and Wellness Promotion Services](#)

Environment of Care.....	25
<ul style="list-style-type: none"> • UPDATED! 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 • Medical Equipment Failure Response Procedures • Environment of Care Management Plan Annual Evaluation Policy • Utility System Maintenance and Disruption Response Procedures • NEW! Emergency Backup for Medication Refrigeration Policy • NEW! Emergency Backup for Medication Dispensing Equipment Policy 	
Emergency Management	27
<ul style="list-style-type: none"> • Emergency Management Plan • Emergency Communications Plan • Procedures for Tracking Individuals Served During an Emergency 	
Human Resources Management.....	28
<ul style="list-style-type: none"> • UPDATED! Staff Qualifications Verification Policy • Staff Orientation Plan • Ongoing Education and Training Policy 	
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 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 Detoxification 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 • Conflict of Interest Policy 	

- [Community Relations Plan for Opioid Treatment Programs](#)
- NEW! [Plan for Improving Health Care Equity](#)

Life Safety 33

- [Life Safety Code® Building Assessment Policy](#)
- NEW! [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](#)
- [Opium 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](#)
- [Investigational Medications Management Policy](#)
- [Medication Event Response Policy](#)
- [Medication Event Incident Response Report](#)
- [Automatic Dispensing Cabinets Override Review Policy](#)

National 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](#)

Performance Improvement 37

- [Performance Improvement Policy](#)

Record of Care, Treatment, and Services 38

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

Rights and Responsibilities of the Individual 39

- [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

- [Waived Testing Policy](#)
- [Waived Testing Competency Assessment Policy](#)
- [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](#)