

**POLICIES AND PROCEDURES REQUIRED
BEHAVIORAL HEALTH CENTERS**

Types of Service Provided:

- 1 – Case Management/Service Coordination
- 2 – Residential
- 3 – Outpatient
- 4 – Partial Hospital
- 5 – Public Inebriate Shelter

A. The following regulations require a policy/procedure:

Regulation	Type	Needed By
§5.2.a.	Mission Statement	All service types
§5.3.c.	Protect Consumer Assets	As needed for 1, 2 and 3
§5.3.d.	Board Orientation, Structure, Quarterly Board Meetings	All service types with a Board
§5.5.b.	Code of Ethics	All service types
§5.5.d., §5.5.i.	Release of Information	All service types
§5.5.f.	Volunteers	As needed for all service types
§5.5.l., §5.1.a.	Quality Assurance	All service types
§5.5.l.	Client Rights	All service types
§5.5.m.	Communicable Disease	2 and 4 (Recommended for all)
§5.7.a.	Emergency Procedures	All service types
§5.7.a.	Treatment Procedures	1, 2, 3 and 4
§5.8.a.2.	Transfer to Acute Care	All service types
§5.10.a.	Transportation	2; also 1, 3, 4 and 5 as needed
§6.1.e., §7.8.a.	Fire/Medical Emergency	All service types
§7.1.b.	Multiple Service Providers/ Providers Responsibility	1, 2 and 4; also 3 as needed
§7.6.b.	Time-Out, Seclusion, Restraint, Behavior Management	2 and 4; also 1 as needed
§7.9.c.	Referral and Follow-up for Suicidal/Homicidal Ideation	2, 4 and 5 (Recommended for all)
§7.10.b.4.	Notify Physician of Medication Errors/Drug Reactions	2; also 4 as needed

§7.13.c. et al	Residential Treatment for Minors	2
§8.1.b.	Situations Where Consumer Rights are Limited	2, 3, 4 and 5
§9.3.c.	Handling Contraband	2 as needed

B. The following regulations do not require a policy/procedure, but do require a clearly defined ‘process’:

Regulation	Type	Needed By
§6.8.a.	Consumer Records	All service types
§7.2.a.	Intake Process/Criteria for Admission	All service types
§7.7.a.	System for Incident Reporting	All service types
§7.10.a.	Medication Administration and Accountability	2; also 4 as needed
§7.10.b.	Medication Prescriptions	2 and 3; also 4 as needed
§7.12.a.	Rules of Conduct for Residential	2
§8.1.a.23.	Consumer Rights in Writing	All service types

C. It is recommended that Centers have policies addressing the following (not required by regulation):

Type	Needed By
Comprehensive Personnel Policies (§5.6)	All service types
Treatment Planning Process (Section 7)	1, 2 and 4
Residential Health Care Issues Including Infection Control	2, 4
Human Rights Committee (§5.9)	1, 2, 3 and 4
Internal Investigations (Abuse, Neglect, Rights Violations) (§8.2.b.)	All service types