Introduction to PolicySource

- Get Started
- **UPDATED!** Policies, Procedures, 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
  - **NEW!** Drug Testing Policy for Individuals with Addictions
  - Eligibility and Screening Procedures
  - **NEW!** Exclusionary Time-Out Policy
  - History and Physical Screening Procedures
  - Individualized Behavioral Contingencies Policy
  - **NEW!** 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
  - Restraint and Seclusion Policy
    - **Restrainment and Seclusion Decision Checklist**
  - Resuscitation Services Policy
  - Safety Check of Unlicensed Alternative Care Providers Policy
  - Waiting List Management Policy

- Environment of Care
  - Environment of Care Plan
  - **NEW!** Fire Drill Procedures
  - **NEW!** Fire Response Plan
  - Foster Care Environment Safety Assessment Policy
NEW! Foster Home Safety Checklist
  o NEW! Utility System Maintenance and Disruption Response Procedures

• Emergency Management
  o Emergency Communications Plan
  o Emergency Management Plan
  o Tracking Individuals Served During an Emergency Procedures

• Human Resources Management
  o UPDATED! Staff Orientation Plan

• Infection Prevention and Control
  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
  o Assessing Placement for Appropriate Level of Care Policy
  o NEW! Child Welfare Worker Safety Policy
  o Code of Conduct Policy
  o NEW! Community Relations Plan for Opioid Treatment Programs
  o Conflict of Interest Policy
  o Follow-Up Care of New Mothers and Well-Baby Care Policy
  o Inpatient Detoxification Policy
  o NEW! Procedures for Reporting and Addressing Abuse in Foster Care
  o System or Process Failures Response Policy

• Life Safety
  o Life Safety Code® Building Assessment Policy
  o Life Safety Code Deficiencies Policy

• Medication Management
  o Automatic Dispensing Cabinets Override Review Policy
• **NEW!** Plan for Emergency Administration of Medication in Opioid Treatment Programs

• Psychotropic Medication Management Policy

• Self-Administered Medications Policy
  - **NEW!** Individual Medication Log

• Take-Home Medications Policy for Opioid Treatment Programs
  - **NEW!** Chain of Custody for Take-Home Medications

- National Patient Safety Goals
  - Procedures for Counseling and Follow-Up Care for Individuals at Risk of Suicide After Discharge
  - Suicide Risk Assessment and Prevention Policy
    - Suicide Risk Assessment Form

- Record of Care, Treatment, and Services
  - Clinical/Case Record Retention Policy
  - Clinical/Case Record Timeliness Policy

- Rights and Responsibilities of the Individual
  - Advance Directives/Psychiatric Advance Directives Policy
  - Complaint Resolution Policy
  - Informed Consent Policy
  - Personal Advocate Provision Policy
  - **NEW!** Rights of the Family of Origin in Child Welfare Policy
  - Rights of the Individual Served Policy
• Waived Testing
  o **UPDATED!** Waived Testing Competency Assessment Policy
  o Waived Testing Quality Control Policy
  o Waived Testing Policy

**Resources**

• 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 for Plan Assessments