

## Introduction to **PolicySource**

- Get Started
- **UPDATED!** 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
  - 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
  - Restraint and Seclusion Policy
    - 📎 Restraint and Seclusion Decision Checklist
  - Resuscitation Services Policy
  - Safety Check of Unlicensed Alternative Care Providers Policy
  - **NEW!** Visitation Plan Development Policy for Child Welfare
  - Waiting List Management Policy
- Environment of Care
  - **NEW!** Environment of Care Management Plan Annual Evaluation Policy
  - Environment of Care Plan

- Fire Drill Procedures
- Fire Response Plan
- Foster Care Environment Safety Assessment Policy
  - 📎 Foster Home Safety Checklist
- **NEW!** Smoke-Free Policy
- Utility System Maintenance and Disruption Response Procedures
- Emergency Management
  - Emergency Communications Plan
  - Emergency Management Plan
  - Tracking Individuals Served During an Emergency Procedures
- Human Resources Management
  - **NEW!** Ongoing Education and Training Policy
  - Staff Orientation Plan
  - **NEW!** Staff Qualifications Verification Policy
- Infection Prevention and Control
  - **NEW!** 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
  - Information Systems Interruption Management Plan
  - 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

- **NEW!** Nondiscriminatory Policy for Selection of Foster Care Parents in Child Welfare
- **NEW!** 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
  - **UPDATED!** Automatic Dispensing Cabinets Override Review Policy
  - High-Alert and Hazardous Medication Management Policy
    - 📎 Opioid Treatment Program High-Alert Medications Inventory
  - Investigational Medications Management Policy
  - **UPDATED!** Medication Control Policy
  - Medication Event Response Policy
    - 📎 Medication Event Incident Response Report
  - **UPDATED!** Medication Orders Policy
  - **UPDATED!** Medication Outage or Shortage Substitution Protocols
  - Plan for Emergency Administration of Medication in Opioid Treatment Programs
  - Psychotropic 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
- 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
- Performance Improvement

- **NEW!** Performance Improvement Policy
- Record of Care, Treatment, and Services
  - Clinical/Case Record Retention Policy
  - Clinical/Case Record Timeliness Policy
- Rights and Responsibilities of the Individual
  - **UPDATED!** Advance Directives/Psychiatric Advance Directives Policy
  - Complaint Resolution Policy
  - Informed Consent Policy
  - Personal Advocate Provision Policy
  - Rights of the Family of Origin in Child Welfare Policy
  - Rights of the Individual Served Policy
  - **NEW!** Rights of Individuals Served Who Work at the Organization
  - **NEW!** Visitor Policy During Infectious Disease Surge
    - 📎 **NEW!** Visitor Prescreening Checklist (COVID-19)
- Waived Testing
  - Waived Testing Competency Assessment Policy
  - Waived Testing Quality Control Policy
  - Waived Testing Policy

## Resources

- General Sources
- Plan Template
- **UPDATED!** Policy and Procedures Evaluation Checklist
- **UPDATED!** Policy and Procedures Inventory Template
- Policy Template
- Procedures Template
- **UPDATED!** RWD Chapter for *CAMBHC*
- **UPDATED!** Scoring Rubric to Assess P&Ps