

County of San Bernardino
Department of Behavioral Health
Office of Compliance

July 7, 2010

Listed below are recently or soon-to-be-posted Policies and Procedures (PPs) for the Standard Practice Manual (SPM).*

Newly Posted to Date

- CLP0818: [Policies Regarding Authorization and Designation Pursuant to the Lanterman-Petris-Short \(LPS\) Act \(revision\)](#)
- CLP0829: [5150/5585 Transportation Policy](#)
- CLP0829-1: [5150/5585 Transportation Procedure](#)
- CUL1014: [Cultural Competence Training Policy](#)
- QM6029: [Beneficiary Grievance and Appeal Policy \(revision\)](#)
- QM6029-1: [Beneficiary Grievance and Appeal Procedure \(revision\)](#)
- SFT7029: [Office Ergonomics Intervention Program Policy](#)
- SFT7029-1: [Office Ergonomics Intervention Program Procedure](#)
 - SFT007: [DBH Ergonomic Assessment Request](#) form
- SFT7015: [Threats and Assault on DBH Staff Policy](#)
- SFT7015-1: [Threats and Assault on DBH Staff Procedure](#)
 - QM 053: [Unusual Occurrence/Incident Report](#)

Being Prepared for Director's Signature

- CUL1004: Satisfying Client Language Needs

Administrative Review Process

- CLP0819: Tarasoff Policy (revision)
- CLP0819-1: Tarasoff Procedure (revision)
 - Name of Potential Victim letter template
 - Name of Potential Victim letter template -- Spanish
 - Law Enforcement Notification letter template
- COM0902: Summonses and Complaints and Subpoenas Policy
- COM0902: Summonses and Complaints and Subpoenas Procedure
- COM0922: Sound and Photographic Recordings Policy (revision)
 - Affidavit for Ethical Treatment of Protected Health Information form
- CUL1012: Providing Interpretation Services Procedure
 - Client Feedback Form, English
 - Client Feedback Form, Spanish
- HR4011: Waiver for Pre-Licensed/Out-of-State Licensed Ready Psychologists
- HR4012: Registration and Licensure Requirements for Clinical Therapists
- IT5001: Procedures for Purchasing Computer Equipment
- MDS2008: Control/Access to Medication and Medical Supplies (revision)
- MDS2012: Sample Medications (revision)
- MDS2013: Disposal of Unknown and/or Illegal Drugs Policy (revision)
- MDS2021: Medical Services Credentialing Policy
- MDS2010: Medical Services Credentialing Procedures
- MDS2023: Medication Disposal Procedure
- QM6008: Credentialing Policy
- QM 6026: Fee-for-Service Credentialing Procedures

*This report will be sent electronically to Executive Management, Program Managers, Clinic Supervisors and ACBO members tomorrow morning; links are active only through the Intranet. It will also be posted on the Intranet and Internet sites; links are active for both. Administrative Reviews now include ACBO members, Administrative Managers, Clinic Supervisors and Supervising Office Specialists. **Please be sure to include these new releases in staff meetings/trainings**

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Newly Posted Forms

Please replace forms that have been printed or entered into a shared drive with the revised forms in the Posted list above.

New PP Requests

Please follow the SPM Business Operation Practices BOP3002: [Requests to Modify the SPM Procedure](#) to request new PPs. Please contact Bobbie Luna at 382-3166 or Stephanie Reis at 382-3083 with any questions.

Please Note: Subject Matter Experts (SME) please include clinical and administrative support staff input when submitting new PPs for review. If clinical and administrative support staff input is not obtained when submitting, the input must be received prior to sending for Administrative Review. It is recommended that input is received from at least two clinical locations and at least two clerical locations that would be affected by implementation of the policy/procedure.

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