

SAN MATEO COUNTY BEHAVIORAL HEALTH & RECOVERY SERVICES  
**INDEX of CURRENT POLICIES and PROCEDURES**

**CHRONOLOGICAL ORDER BY ORIGINAL PASSAGE DATE**  
**Updated October 25, 2019**

#	DATE	TITLE
88	2/88	<b>Roger S. Procedures: Admission of Minors to County and County-Contract Facilities</b>
89	7/7/89	<b>Reise Case - Patient Right to Refuse Medication</b>
90-01	8/2/90	<b>Services to 180-Day Post-Certification Clients</b>
90-02	7/1/90	<b>Admission Policy for Clients on 180-Day Post-Certifications Referred to Cordilleras</b> (Supersedes Policy of 4/25/90)
90-07	9/24/90	<b>Abnormal Involuntary Movement Screening</b> Amended 12/97, 9/23/98 and 11/14/12 (Name changed from Tardive Dyskinesia Screening Program 11/14/12)
90-08	5/90	<b>Management of Threatening and Potentially Violent Behavior</b> Amended 4/9/08; Amended 3/31/17, Attachment A added; (Addendum: Protocol – Offsite Services obsoleted 3/31/17) (Name changed from The Potentially Violent Client 3/31/17) (Supersedes policy of 9/87)
90-09	11/15/90	<b>5150 Designated Facilities</b> Technical Edits 6/28/17; 1/23/18
91-02	1/11/91	<b>Transfer of Minor Patients to Adult Psychiatric Units</b> Technical Edits 2/10
91-05	4/21/91	<b>Compliance with Documentation Standards</b> Amended 2/11/04; Technical Edits 11/13/13 and 1/23/14; Amended 5/1/16
91-17	11/19/91	<b>Referral Standards - County or County Contract 24- Hour Treatment Facilities</b>

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91-19	11/25/91	<b>Dispensing Policy - Registered Nurses</b> Amended 10/4/09; 1/2011; 1/2012; Technical Updates 8/31/17; Attachment obsoleted 8/31/17
92-01	3/17/92	<b>Discharge Procedures from Acute Inpatient Provider to Community Providers</b> Amended 4/24/92
92-02	5/21/92	<b>Admission Policy for Clients with Criminal Justice Involvement</b> (Supersedes Policy of 11/22/88)
92-03	5/20/92	<b>Affirmative Action Policy</b>
92-04	9/1/92	<b>Medi-Cal Share of Cost</b>
92-09	7/7/92	<b>Adult and Older Adult Eligibility Criteria</b> Amended and Re-Named 12/20/04; Amended 12/8/10 Attachment B revised 12/10
92-12	10/20/92	<b>Psychiatric Utilization Management Committee</b> (Supersedes 91-06)
92-13	12/18/92	<b>Representative Payee Acceptance Criteria</b> Amended 8/6/99
92-14	12/31/92	<b>Tuberculin Skin Testing (TST) and Referrals</b> Amended 1/19/98; 3/25/02; 10/28/15 Including old Attachment A Obsoleted (Then Re-labeled Attachments A & B)
93-03	6/10/93	<b>Initiating Temporary LPS Conservatorship</b>
93-06	9/20/93	<b>Psychiatry Residency Program Procedures for Resolving Performance and Conduct Problems</b> Amended 12/8/04 and 1/14/15
93-07	9/7/93	<b>72 Hour Hold/5150 Policies Procedures</b> Amended 3/10/00; Amended and Name changed 6/27/18
93-08	9/8/93	<b>Duty to Protect and Duty to Warn Potential Victims (Tarasoff V. Regents of the University of California)</b>

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		Amended 12/8/04 and 3/13/13; Amended, Name Changed and Attachment Removed 6/27/18
93-10	12/13/93	<b>Practice Standards (Scope of Practice)</b> Amended 10/29/98 and 3/9/05; Attachment revised 3/05
93-11	12/6/93	<b>Critical Incident Reporting</b> Amended 1/24/02, 11/15/02, 12/8/16, 6/7/17; 8/31/17; Attachment A Amended 8/05, 12/8/16, 6/7/17. Attachment B Added 12/8/16 (Supersedes 91-12)
93-12	12/24/93	<b>Client Referrals (with Request for Self/Team Referral Form of 1/6/94)</b> Amended 5/30/02 (Supersedes Policy of 12/1/85)
93-13	12/21/93	<b>Restricted Material in Client Chart (formerly MH Chart Organization)</b> Amended 12/20/99 and 11/9/11; Attachment obsolete 11/9/11
94-03	3/8/94	<b>Peer Review</b> Amended 1/12/00; Attachment revised 4/02
94-04	9/16/94	<b>Psychiatry Residency Training Program – Moonlighting Regulations</b> Amended 12/8/04 and 7/25/05 (Supplement to Existing County Policy)
94-06	11/10/94	<b>Determining Responsibility for Involuntary Treatment and Out-of-County Services</b> (Supersedes 91-13)
95-02	3/3/95	<b>Research Policies and Procedures</b> Amended 2/25/03; 12/16/15 Attachment B last revised 3/00 (Supersedes 90-11)
95-04	7/7/95	<b>Practice Standards: Peer Case Managers and Mental Health Rehabilitation Counselors</b> Amended 8/3/99
95-05	8/8/95	<b>Weapons Management</b> Amended 2/15/05; Technical Edits 1/11
95-06	7/12/95	<b>Blood Withdrawal by Community Mental Health Nurses</b>

#	DATE	TITLE
95-07	10/11/95	<b>Charting and Medication Guideline</b> Amended 9/23/98, 8/12/05 and 11/7/06; Attachment last revised 11/02; Technical Edits including site-specific protocol added 5/23/19
95-08	10/26/95	<b>Urine Toxicology Screening</b> Amended 12/12/96 and 2/15/05; Attachment revised 2/97
96-01	4/5/96	<b>Volunteers, Students and Trainees</b> Amended 1/11/99, 1/15/04 and 5/8/13; Attachment obsolete 5/8/13
96-03	5/9/96	<b>Press/Media Contacts</b>
96-04	5/9/96	<b>Use of Letterhead</b>
96-06	12/30/96	<b>Education Leave/Training Guidelines</b> Amended 2/10/99, 5/1/01, 8/30/03, 2/15/05 and 2/14/08 (Supersedes 91-03)
96-07	7/11/96	<b>Telecommuting</b>
96-09	7/24/96	<b>Ambulance Transportation</b> Amended 9/8/04 (Supersedes 91-07)
96-10	9/16/96	<b>Graduate Trainee Curriculum</b> Amended 9/17/97 and 8/22/05; Attachment revised 8/05 (Supersedes 94-02)
96-11	10/11/96	<b>ACCESS Team - Staffing Requirements</b> Amended 5/16/97
96-12	11/19/96	<b>Medical Necessity - Adults Receiving System of Care Services - Procedure for Reassessment</b>
96-13	10/23/96	<b>Court Testimony by Psychiatrists</b> Amended 9/12/12
96-14	10/11/96	<b>Subpoenas to Release Records</b> Amended 5/1/06 (Supersedes Policy of 2/2/89)

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96-15	11/13/96	<b>Application for Services and Consent to Treatment</b> Amended 12/10/03, 12/10/08 and 12/09/09 Attachment A revised 1/09, obsolete 3/13 as duplicate of Attachment B to BHRP Policy 03-02; Attachments B and C added 12/09
97-02	3/3/97	<b>Committee Structure - Policy</b> (Supersedes 92-07)
97-03	3/3/97	<b>Committee Structure – Advisory</b> (Supersedes 92-08)
97-04	4/9/97	<b>Regional Medical Chiefs’ Role and Function</b> (Supersedes Memo of 7/30/87)
97-05	5/13/97	<b>Individuals Authorized to Write 72-Hour Holds; Designated 72-Hour Hold Facilities</b> Attachment A: Sample Card for Authorization to Write 5150 Holds Amended 4/16/02, 4/9/08, 9/19/18 (Supersedes 90-09, 91-14, 91-15, 91-16)
97-06	5/20/97	<b>Contracts, Requests for Proposals (RFP), and Circumstances for Waiver of RFP Process</b> Amended 1/8/99 and 2/25/00
97-09	8/4/97	<b>Urgent Care Messages</b>
97-10	9/9/97	<b>Behavioral Health Nurse Practitioner Protocols</b> Amended 4/17/02, 5/18/13 and 5/22/15; Attachment A last revised 5/22/15; Attachment B last revised 5/8/13;
97-11	10/20/97	<b>Absence from the State for More than 60 Days</b>
98-01	2/3/98	<b>Change of Clinician/Provider Request, Including Charitable Choice</b> Amended 1/9/12, 1/9/13, 2/5/16; Technical Edits 8/10; QM address updated in attachments 10/25/19 Renamed from: Change of Clinician Request Obsoleted AOD 2014-11 – combined Attachment A: Change of Provider English revised February 2016 Attachment B: Spanish revised February 2016 Attachment C: Tagalog revised April 2016

#	DATE	TITLE
		Attachment D: Chinese created April 2016
98-02	1/21/98	<b>Voluntary Time Off (VTO)</b> Amended 6/10/99, 10/12/05, 8/13/08, 12/9/09, 5/3/17
98-03	1/13/98	<b>Provider Contracts</b> (Renumbering of Mental Health Plan Policy 95-01)
98-04	1/13/98	<b>Outpatient Referrals – Share of Cost</b> (Renumbering of Mental Health Plan Policy 95-02)
98-05	1/13/98	<b>Credentialing for Independent Contracted Providers</b> (New name as of 7/28/16) Amended 2/16/04, 12/14/05 and 3/13/13, 7/28/16, 11/30/16; Tech edits 10/25/19 <b>Attachment A: Provider Standards Attestation Form</b> (Added 10/25/19)
98-07	1/13/98	<b>Provider Selection and Performance Criteria</b> Amended 4/16/04 (Renumbering of Mental Health Plan Policy 96-01)
98-08	1/13/98	<b>Credentialing Committee</b> (Renumbering of Mental Health Plan Policy 96-02)
98-09	1/13/98	<b>Delegation of Credentialing, Recredentialing, Recertification or Reappointment of Individual Practitioners</b> (Renumbering of Mental Health Plan Policy 96-03)
98-10	1/13/98	<b>Concerns/Complaints about MHP Individual and Organizational Contract Providers</b> Amended and Re-dated 7/16/98; Amended 10/14/09 Technical Edits 1/23/13 (Renumbering of Mental Health Plan Policy 96-04)
98-11	1/13/98	<b>Quality Improvement Compliance Review of Outpatient Provider Services</b> Amended 1/9/13; Attachments revised 5/06 (Renumbering of Mental Health Plan Policy 97-01) <b>Renamed Quality Management Compliance Review of Outpatient Private Providers</b> Policy Amended and Attachments A & B Combined into one attachment

#	DATE	TITLE
		7/31/15; Attachment A Tech Edits 1/15/19
98-12	4/3/98	<b>Provider Certification – Medi-Cal</b> Attachment revised 10/01
98-14	4/21/98	<b>Fingerprinting of Independent Contractors, Interns, Trainees, Peer Counselors, and Others</b> Amended 12/16/98, 12/15/03 and 2/10/10
98-15	7/21/98	<b>Critical Referrals (between HPSM and MHP)</b>
98-16	5/18/98	<b>Credentialing for County Licensed Professional Staff (Civil Service and Contract Employees)</b> Amended 12/29/00, 12/10/03, 2/15/05, 3/13/13 and 11/13/13 Attachment revised 7/03
98-17	5/19/98	<b>ADA Standards for Independent Professional Contractors</b>
98-18	10/7/98	<b>Psychological Testing – Referral Protocol</b> Amended 12/8/10; Attachment added 12/10
99-01	12/30/98	<b>Services to Clients in Primary or Preferred Languages</b> Amended 12/10/01 and 12/05; renamed and amended 12/10/08; Attachment obsolete 12/10/08; Attachments A, B, C and D added 12/10/08; Amended and Attachment links updated 3/22/19 (Renamed 5/26/16)
99-02	1/12/99	<b>Medication Authorization for Dependent Children</b> Renamed and Revised with Attachments A-F added (JV-220a/b, 221, 222, 223) 1/30/17
99-03	1/14/99	<b>Medication Room Management</b> Amended 11/25/02, 11/8/06 and 2/13/08; Technical Edit 6/9/10 Attachment D last revised 6/10; Attachment E last revised 4/13; Attachment F added 11/06; Attachments G, H and I added 2/08) (Supersedes 94-05)
99-04	4/20/99	<b>Waiver/Registration in Lieu of License</b> Amended 10/25/01 and 2/15/05; Attachments A, B, C last revised 11/13; Attachment D added 9/09, revised 6/13) (Supersedes 91-11, 94-07 and 96-02)

#	DATE	TITLE
99-06	7/16/99	<b>Policies Originating with County Manager or Director of Health Services Agency</b>
99-07	8/9/99	<b>Referral Procedures (Clinical) – Unique Circumstances</b> Attachment revised 3/00
99-08	9/9/99	<b>Referral Procedures (Inpatient) – Special Circumstances</b> Renamed: <b>Procedures for Non-SMMC Inpatient Psychiatric Treatment</b> Amended 6/26/15 Policy and Attachments A & B
99-09	9/9/99	<b>Private Provider Contracts – Language Capabilities</b>
00-01	1/10/00	<b>Human Immunodeficiency Virus (HIV) Infected Populations</b> (Supersedes 92-05 and Addenda)
00-02	1/12/00	<b>Safety/Risk Management Committee</b> Amended 11/8/11; <i>Attachments A &amp; B revised 11/11?</i> (Supersedes 91-20)
00-03	3/25/00	<b>Flexible Funds</b> Amended 2/25/05 and 10/12/05; Attachment B revised 9/09, Attachment D last revised 2/07, Attachment F revised 10/05; Attachment B1 added 3/14
00-04	1/7/00	<b>Chart (Medical Record) Management (formerly Chart Retention)</b> Amended 2/25/03; Effective 4/14/03 (Supersedes Policy of 7/81)
00-05	6/30/00	<b>Electroconvulsive Therapy (ECT)</b> (Supersedes Policy of 9/29/87) Amended 1/14/15
00-06	12/14/00	<b>Client Access to Mental Health Record</b> Amended 2/25/03; Effective 4/14/03 (Supersedes Policy of 1/83)
00-07	2/11/00	<b>Authorization to Host</b> Amended 4/11/07; Technical Edits 7/9/14
00-08	5/1/00	<b>Psychiatry Residency Program, Institutional Organization and</b>



#	DATE	TITLE
		<b>Commitment</b> Amended 7/25/05 and 5/9/12
00-09	10/6/00	<b>Inpatient Services to Medi-Cal Beneficiaries of Other Counties</b>
00-10	10/6/00	<b>Quality Assurance/Peer Review of Cases in Which Death Has Resulted from Suicide, Homicide or Suspicious Causes</b> (Supersedes 91-08 and 94-01)
01-01	2/1/00	<b>Cell Phone Usage</b> Amended 1/13/17; Tech edits 3/29/17, 9/26/17; Attachment A & B added 1/13/17; Attachment C added 3/29/17; Tech Edits, Attachments D & E added 9/26/17
01-02	7/3/01	<b>Flexible/Alternative Work Hours</b> Amended 8/13/08; Attachment revised 8/08 (Supersedes 96-08)
01-03	3/22/01	<b>Assaults on Clients: Suspected or Reported</b>
01-04	7/12/01	<b>Trainees: Case Assignment</b> Amended 2/25/03, 6/13/07, 12/09 and 5/9/12; Attachment A last revised 12/09; Attachment B added 12/09, revised 9/12
01-06	10/2/01	<b>Residency Program (Psychiatric) – Training Cases Open at Regional Clinics</b>
01-07	10/17/01	<b>Facsimile (FAX) Confidentiality</b>
01-08	1/24/02	<b>Bilingual Salary Differential – Spanish and Tagalog Speaking Staff</b>
01-09	11/19/01	<b>Shredding of Client Material—Confidentiality</b>
02-01	8/20/02	<b>Linkages between Outpatient Clinics and Psychiatric Emergency Services (PES) about Adult MH Clients Open to Region</b> Attachments A, B & C last revised 4/05 (Supersedes 90-06)
03-01	2/25/03	<b>Confidentiality/Privacy of Protected Health Information (PHI)</b> Amended 3/13/13; Technical Edits 1/23/14 Attachment B last revised 1/14; Attachments F and G added 3/13;

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		Attachment H added 10/13; Tagalog and Tongan translations to Attachments B, C and H completed 1/14) (Supersedes 90-12)
03-02	2/25/03	<b>Notice of Privacy Practices</b> Amended 12/9/09; Technical Edits 1/23/14 Attachment A revised 1/09; Attachment B added 12/09 with technical edits 3/13; Tongan translations completed 1/14
03-03	2/25/03	<b>Grievance and Appeal System</b> Amended 7/25/05; 1/30/17, 12/15/17 (10/3/18) (Previous name Consumer Problem Resolution Process) Obsoleted and Superseded by Policy 19-01 (6/21/19)
03-04	2/25/03	<b>Disclosure of Protected Health Information (PHI), Minimum Necessary</b> Technical Edits 8/12/09; Amended 1/23/14 Attachments A, B and C revised 1/14
03-05	2/25/03	<b>Disclosure of Protected Health Information (PHI), Incidental</b> Attachment last revised 3.14
03-06	2/25/03	<b>Disclosures of Protected Health Information (PHI) with Client Authorization</b> Amended 8/12/09 and 3/13/13; Attachment A revised 6/09; Tongan translation for Attachments A and B available 1/14
03-07	2/25/03	<b>Disclosure of Protected Health Information (PHI), Request for an Accounting</b>
03-08	2/25/03	<b>Restrictions on Use or Disclosure of Protected Health Information (PHI)</b> Technical Edits 1/23/14
03-09	2/25/03	<b>Amendment of Protected Health Information (PHI)</b> Amended 3/31/09; Technical Edits 1/23/14
03-10	2/25/03	<b>Psychotherapy Notes</b>
03-11	2/25/03	<b>E-mail Use</b> Amended 3/14/07 and 10/8/08; Attachments A and C last revised 9/08; Attachment B last revised 3/07; Attachment D added 9/08

#	DATE	TITLE
03-12	5/30/03	<b>Client Insurance Information and Financial Participation</b> (Supersedes 96-05, 96-16 and 97-08)
03-13	4/9/03	<b>Eligibility for Planned (non-emergency) San Mateo County Mental Health Services for Individuals Who Have Private Insurance</b> (Supersedes 98-06)
03-15	12/1/03	<b>Compliance Officer – Duties</b> Amended 8/29/16
03-16	12/1/03	<b>Compliance and Delegation Oversight Committee</b> (Renamed 8/29/16) Amended 8/29/16
03-17	6/11/03	<b>Mental Health Managed Care Plan – HIPAA Compliance</b> Attachment last revised 3.14
03-20	8/13/03	<b>Organized Health Care Arrangement (OHCA)</b>
04-01	1/22/04	<b>Compliance Policy for Funded Services Provided by Contracted Organizational Providers</b> Amended 7/28/16; 2/14/17
04-02	1/15/04	<b>Employee and On-site Contractor Screening and Orientation (renamed)</b> Attachment revised 4/04; Amended 5/26/16, Amended 11/30/16 (Policy and Attachments) Amended 1/10/17 (Attachment A obsolete and Attachment B became A)
04-03	1/15/04	<b>New Professional Contractors, Screening and Orientation</b> Attachment revised 4/04; Obsolete 5/26/16-combined w/04-02
04-04	2/16/04	<b>Compliance Policy for Funded Services Provided by Members of the MHP Workforce</b>
04-05	2/16/04	<b>Compliance Improvement Hotline 1-650-573-2695</b> Amended and Renamed 8/29/16; Attachment A: Compliance Hotline Poster and Attachment B: Compliance Mousepad added 8/29/16
04-06	9/8/04	<b>Pharmaceutical Company Representatives Access and Accountability</b> Amended 1/11/06 and 9/14/11; Attachments A & B revised 9/14/11; Amended and both attachments revised, 5/7/19

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04-07	5/25/04	<b>Advanced Health Care Directive</b> Amended 6/2/04; Technical Edits 3/26/14, Technical Edits 1/30/17 Attachments revised 1/30/17; Technical Edits Attachment A 4/21/17
04-08	5/14/04	<b>Medication Monitoring</b> Attachment last revised 11/02; Revised 1/11/17 (Supersedes portions of 95-07)
04-09	5/17/04	<b>Authorization Standards – Managed Care</b>
04-10	7/15/04	<b>Notice of Action</b> Amended 1/25/05; Attachments A through F revised 3/08 Obsoleted and Superseded by Policy 19-01 (6/21/19)
05-01	4/27/05	<b>Translation of Written Materials</b> Attachment added 2/14
05-03	7/25/05	<b>Eligibility Criteria, Child/Youth</b> Revised 1/13/17, Attachment B obsoleted and C became the new B
05-04	4/18/05	<b>Transportation of Mental Health Clients; Use of County Car</b> Amended 9/12/07, 11/12/08, 9/12/12 and 8/7/13 Attachment revised 1/23/14 (Supersedes Policy dated September 1988)
05-05	4/27/05	<b>BHRS Mental Health Admission Materials</b> (Renamed 5/26/16); Amended 3/26/14; 5/26/16, Technical Edits 6/7/16
05-06	2/25/05	<b>Clinical Forms</b> Policy Retired w/o Replacement (Obsolete) on 8/1/19
05-08	9/15/05	<b>Adverse Events Reporting</b>
06-01	1/12/06	<b>Diagnosis of Mental Health Disorders</b> (Supersedes 95-01)
06-02	1/12/06	<b>Consumer and Family Member Stipends for Services to the Mental Health Plan</b> Amended 4/11/2011
07-02	7/11/07	<b>Outpatient Services to Beneficiaries of Other Counties</b>

#	DATE	TITLE
07-03	10/10/07	<b>Reporting Lapses of Consciousness to County Health Officer</b>
07-04	11/14/07	<b>Claims Processing Guidelines and Procedures</b> Amended 12/20/11 and 12/12 Attachments A through F revised 12/20/11; Attachment G added 4/12; Tech Edits and Attachment J added 7/1/18
08-01	2/13/08	<b>Welcoming Framework</b>
08-02	4/9/08	<b>Policy Management, Development, and Approval Process</b> (Renamed as of 8/29/16) Amended 8/29/16 Attachment A: Policy Process Flowchart
08-03	2/13/08	<b>Practice Guidelines</b>
09-01	4/8/09	<b>Animal Assisted Therapy (AAT) and Animal Assisted Activities</b> Amended 1/14/15; Policy & Attachments A & B Amended 10/19/15
10-01	4/14/10	<b>Providing Services to Persons with Disabilities</b>
10-02	8/11/10	<b>Medical Marijuana</b>
10-03	10/12/10	<b>Managing Client Risk on High Temperature Days</b>
10-04	10/13/10	<b>Standards of Care in the Treatment of Substance Abuse Disorders</b>
11-01	9/14/11	<b>Standards of Care in an Integrated Behavioral Health System</b> Attachment B, Assessment & Integration of Spiritual Interests of Clients in Their Recovery and Wellness, added 1/9/13
12-01	9/12/12	<b>Social Media Policy</b>
12-02		<b>EMPTY</b>
12-03	11/14/12	<b>Registered Sex Offenders (RSO)</b> Attachment revised 3/13
13-01	1/9/13	<b>Deep Brain Stimulation (DBS)</b>

#	DATE	TITLE
13-02	11/13/13	<b>Petty Cash Procedures</b>
14-01	7/9/14	<b>Implementation of Cultural Competency Standards OBSOLETE as of 2/22/18 - Superseded by 18-01</b>
14-02	7/9/14	<b>Family Inclusion Policy</b>
14-03	7/9/14	<b>Selection of Evidence-Based and Community Defined Practices</b>
15-01	11/24/15	<b>Medication Assisted Treatment Guidelines for Adult Regional Clinics</b> Includes: Attachment A: Algorithm for Pharmacologic Treatment to Reduce Heavy Alcohol Use Minor Revision 1/4/16
16-01	5/26/16	<b>Review and Closure of Inactive Mental Health Treatment Cases</b>
16-02	8/29/16	<b>Standards and Code of Conduct</b>
16-03	8/29/16	<b>BHRS Compliance Plan and Program</b> Attachment A: Message from the BHRS Director Attachment B: Compliance Plan and Program (Full Content)
16-04		EMPTY (never finalized under this #)
16-05	8/29/16	<b>Non-Retaliation and Non-Intimidation for Reporting Compliance Concerns</b>
16-06	6/20/16	<b>Restrictions Guidelines: Compliance with the Substance Abuse Prevention and Treatment Block Grant (SAPTBG) (Supersedes AOD #2014-03)</b>
16-07	6/20/16	<b>Payment of Last Resort and Services to Individuals with Other Health Coverage (OHC): Compliance with the Substance Abuse Prevention and Treatment Block Grant (SAPTBG) (Supersedes AOD #2014-04)</b>
16-08	6/20/16	<b>Office of Management and Budgets (OMB) Circular A-133: Compliance with Substance Abuse Prevention and Treatment Block Grant (SAPTBG)</b>
16-09	6/20/16	<b>Americans with Disabilities Act (ADA) Section 504, and Unruh Civil Rights Act: Compliance with Substance Abuse Prevention and Treatment Block</b>

#	DATE	TITLE
		<b>Grant (SAPTBG)</b> Attachment A: Checklist for Accessibility: Alcohol and Drug Programs Attachment B: San Mateo County AOD Treatment Providers with Wheelchair Accessible Facilities
16-10	9/28/16	<b>Continuing Education for Alcohol and Other Drug Treatment Providers: Compliance with the Substance Abuse Prevention and Treatment Block Grant (SAPT BG) Restrictions and Guidelines</b>
16-11	8/8/16	<b>Quality Improvement Committee</b> Technical Edits 6/25/19
16-12	11/16/16	<b>Psychiatric Medication Consent for Adults and Youth</b> Attachment A: Psych Med Consent English; Attachment A: Psych Med Consent Spanish (added 6/21/17); Tagalog, Chinese (Added 9/7/17)
17-01	1/23/17	<b>Electronic Health Record (EHR) Security, Electronic Signatures &amp; Terminations, has Attachments A – J (links in document, Attachments I and J added 8/15/17) Amended 8/15/17</b>
17-02	2/9/17	<b>Delegation Oversight &amp; Audit Program</b> Attachment A: Contractor Attestation Technical Edits 10/24/17, 12/21/17
17-03	8/15/17	<b>Access to Services for the Organized Delivery System (ODS) for Substance Use Disorder (SUD) Services</b> Amended 3/22/19
18-01	2/22/18	<b>Cultural Humility, Equity and Inclusion Framework; Implementation of CLAS Standards</b> Attachment A: BHRS and Health System Policies Relevant to the National CLAS Standards. (Also see links to policies on Page 1 of policy)
18-02	3/27/18	<b>Network Adequacy Standards and Timely Treatment Access for Mental Health (MHPs) and Drug Medi-Cal Organized Delivery System (DMC-ODS)</b> <b>Attachment A:</b> <b>Attachment B: CSI Flowchart</b> Technical Edits 6/11/18, 11/7/18, Amended, Name changed, and Attachments added 6/10/19; Attachment A Amended 6/26/19

#	DATE	TITLE
18-03	6/25/18	<b>Utilization Management Program</b>
18-04	9/19/18	<b>Credentialing and Service/Billing Privileges for Mental Health Rehabilitation Specialists (MHRS)</b> Attachment A: MHRS Verification Form
Memo 1-18	9/21/18	<b>CANS and PSC-35 Implementation: BHRS Staff</b> Amended 10/31/18; Superseded by Memo 2-18
Memo 2-18	9/21/18	<b>CANS and PSC-35 Implementation: MH Contractors</b> Amended 10/31/18; Superseded by Memo 3-18
Memo 3-18	12/14/18	<b>CANS and PSC-35 Implementation: All Providers</b> Supersedes Memo 1-18 and Memo 2-18
19-01	6/21/19	<b>Consumer Problem Resolution and Notice of Adverse Benefits Determination Resolution System</b> Attachment A: Consumer Problem Resolution (Grievance) and Notice of Adverse Benefits Determination (NOABD) User Manual. Attachment B: Grievance and Appeals System Usage Matrix All attachments below have English & Spanish versions (except as noted) Attachments C – P: Various Templates for Notices of Adverse Benefits Determinations (NOABD) and Notices of Appeal/Grievance Resolutions Attachments Q: Language Taglines (Multiple languages) Attachment R: Beneficiary Non-Discrimination Notice Attachment S: Grievance and Appeals Resolution Poster, (Chinese, Russian, Tagalog, Spanish, English) Attachment T: Grievance and Appeals Resolution Brochure <b>Supersedes BHRS Policies 03-03 and 04-10</b>
19-02	8/28/19	<b>Standard Pre-Service Organizational Determinations</b>
19-03	8/28/19	<b>Expedited Pre-Service Organizational Determinations</b>
19-04	9/11/19	<b>Utilization Management Program - Interrater Reliability Testing</b> Attachment A: Interrater Reliability Testing Protocol