

TABLE OF CONTENTS

February 15, 2017

CHAPTER 1 - GENERAL DEPARTMENT

Subchapter 1.1 Department Communications

DOR 1.125 Use of Cellular/Wireless Phones

Subchapter 1.2 Department Operations

DOR 1.230 Internal Regulation Process

DOR 1.235 Fiscal Notes for Administrative Rules

DOR 1.240 Exceptions Committee

Subchapter 1.3 Risk Management

DOR 1.330 Reception and Hosting of Visitors

DOR 1.340 Use of Security Escort Devices in CPS Facilities

Subchapter 1.5 Travel and Expenses

DOR 1.510 Travel Authorization and Expenses

DOR 1.530 Reimbursement for Recruitment/Relocation Expenses

DOR 1.540 Assignment of State Vehicles

DOR 1.550 Reporting Vehicular Accidents

DOR 1.560 Reimbursement for Consumer/Family Supports and Accommodations

CHAPTER 2 -- CLIENT RIGHTS

Subchapter 2.1 Grievance Procedures

DOR 2.105 Processing Client Rights Grievances

Subchapter 2.2 Investigation Procedures

DOR 2.205 Abuse and Neglect Definitions, Investigation Procedures and Penalties, State Operated Facilities

DOR 2.210 Abuse and Neglect Definitions and Procedures: Community Provider Facilities

DOR 2.220 Employee Misconduct Definitions and Procedures: State Operated Facilities

CHAPTER 4 -- PROGRAM IMPLEMENTATION AND RECORDS

Subchapter 4.0 Program Plans

DOR 4.040 Intake Procedures

DOR 4.060 Risk Screening and Assessment Procedures

DOR 4.070 Optimistic Beginnings, Northwest Community Services

Subchapter 4.1 Clinical Standards and Procedures

DOR 4.140 Use of Restraints, Seclusion and Time Out (CPS)

DOR 4.141 Clinical Standards of Care for Deaf Consumers in Dept. Operated Settings

DOR 4.145 Use of Restraints and Time Out

DOR 4.152 Administration of Psychotropic Medications Involuntarily

DOR 4.180 Management and Prevention of Choking and Aspiration

Subchapter 4.2 Record Keeping

DOR 4.270 Reporting & Recording Unusual Incidents

Subchapter 4.4 Release and Discharge Procedures

DOR 4.410 Duty to Warn

DOR 4.450 Sexually Violent Predators Review Committee

DOR 4.470 Revocation of Conditional Release or Trial Release

DOR 4.475 Release of Criminally Committed Clients

DOR 4.476 SVP Conditional Release Review Committee

DOR 4.480 Policies and Procedures for Granting Passes to Committed Clients

DOR 4.496 Determination of Fitness to Proceed to Criminal Trial

Subchapter 4.5 Transfer Procedures

DOR 4.533 Transfer to Biggs Forensic Center

DOR 4.537 Staff Conferences for Biggs Forensic Center Patients

DOR 4.563 Hearings for Transfer of Minors to Adult Wards

Subchapter 4.6 Certification Procedures

DOR 4.610 Medication Aide Certification

Subchapter 4.7 Notification

DOR 4.710 Notification of Registered Offenders Residing in Department Operated Residential or Inpatient Facilities

DOR 4.720 Consumer Notification of Registered Offenders when Residing in a Department Funded Community Placement with Licensed, Certified or Accredited Residential Providers.

CHAPTER 5 -- FISCAL ADMINISTRATION

Subchapter 5.0 Reimbursement for Services

DOR 5.025 Copy and Report Charges for Distribution

DOR 5.055 Collection Procedures

Subchapter 5.2 Grants Development and Administration

DOR 5.210 Applications for Grants and Agreements for Federal and Private Funding

Subchapter 5.3 Administration of Mental Health Trust Fund

DOR 5.310 Procedures for Operation of the Mental Health Trust Fund

CHAPTER 6 -- HUMAN RESOURCES

Subchapter 6.0 Employee Rights and Procedures

DOR 6.005 Employee General Rights

DOR 6.010 Prohibition of Sexual and Other Harassment

DOR 6.015 Employee Disclosure of Unlawful Acts or Mismanagement

DOR 6.050 Disciplinary Actions

DOR 6.090 Handling Employee Grievances

Subchapter 6.1 Personnel Administration

DOR 6.115 Policy on Pay Distribution and Adjustment

DOR 6.120 Layoffs

- DOR 6.140 Sick Leave
- DOR 6.142 Family Medical Leave
- DOR 6.143 Military Family Medical Leave
- DOR 6.145 Reasonable Accommodations
- DOR 6.155 Temporary Modified Duty
- DOR 6.180 Holiday Credit
- DOR 6.195 Procedure for Use of Military Leave
- DOR 6.196 Disaster Leave
- DOR 6.197 Direct Care Overtime Payments

Subchapter 6.3 Recruitment-Retention

- DOR 6.320 See DOR 1.530

Subchapter 6.4 Staff Development

- DOR 6.440 Tuition Reimbursement
- DOR 6.455 Educational Stipends Applications
- DOR 6.457 Educational Loan Payments
- DOR 6.478 Certification of Forensic Examiners

Subchapter 6.5 Employee Processing

- DOR 6.510 Screening Employees and Volunteers
- DOR 6.520 Alcohol & Other Drug Free Workplace
- DOR 6.530 Essential Functions
- DOR 6.550 Employee Termination Process
- DOR 6.560 Human Resources Personnel Files

Subchapter 6.6 Employee Rules

- DOR 6.650 Nepotism
- DOR 6.665 Conflict of Interest/Conflicting Employment
- DOR 6.675 Social Media Policy

CHAPTER 7 -- COMMUNITY PLACEMENT AND LICENSURE

Subchapter 7.3 Placement Appeal Procedures

- DOR 7.350 Appeal if No consent to Placement from Mental Retardation Facilities
- DOR 7.370 Petition and Appeal process if a Patient, Minor Patient's Parent or a Patient's Legal Guardian Refuses to Consent to the Proposed Placement from a Mental Health Facility

CHAPTER 8 -- REGULATORY COMPLIANCE

Subchapter 8.0

- DOR 8.005 Notice of Privacy Practices Procedures
- DOR 8.010 Policy: Amendment of Protected Health Information
- DOR 8.020 Policy: Consumer Right to Request Restrictions on the Use or Disclosure of Protected Health Information (PHI)
- DOR 8.030 Policy: Access to Consumer Protected Health Information by Consumer, Parent, Guardian or Personal Representative
- DOR 8.040 Access to Consumer Protected Health Information (PHI) by Department of Mental Health Staff, Volunteers or Students
- DOR 8.050 Policy and Procedures for Obtaining Authorization for the Disclosure of Protected Health Information

- DOR 8.060 The Provisions of an Accounting of Disclosures of Protected Health Information to Consumers
- DOR 8.070 Policy and Procedure for the Verification of Identify and Authority of Requestor
- DOR 8.080 Ensuring Confidentiality of Protected Health Information for DMH Staff working away from a Facility setting
- DOR 8.090 Mandatory HIPAA Privacy and Security Training
- DOR 8.100 Designated Records Sets
- DOR 8.110 Retention and Destruction of Protected Health Information
- DOR 8.140 HIPAA Compliant Process
- DOR 8.150 Minimum Necessary Standard
- DOR 8.160 HIPAA Sanctions
- DOR 8.170 External PHI Data Request Process
- DOR 8.300 User Access to Electronic Data
- DOR 8.340 Use of Email Containing PHI
- DOR 8.350 Information Security Incidents
- DOR 8.370 Security Maintenance
- DOR 8.390 Risk Management
- DOR 8.400 Breach Determination and Notification
- DOR 8.410 Electronic Device Use and Security