TABLE OF CONTENTS

January 9, 2018

CHAPTER 1 - GENERAL DEPARTMENT

•	Department Communications Use of Cellular/Wireless Phones
Subchapter 1.2 DOR 1.230 DOR 1.235 DOR 1.240	
Subchapter 1.3 DOR 1.330 DOR 1.340	Risk Management Reception and Hosting of Visitors Use of Security Escort Devices in CPS Facilities
DOR 1.510 DOR 1.530 DOR 1.540 DOR 1.550 DOR 1.560	Travel and Expenses Travel Authorization and Expenses Reimbursement for Recruitment/Relocation Expenses Assignment of State Vehicles Reporting Vehicular Accidents Reimbursement for Consumer/Family Supports and Accommodations

CHAPTER 2 -- CLIENT RIGHTS

•	Grievance Procedures Processing Client Rights Grievances
-	Investigation Procedures Abuse and Neglect Definitions, Investigation Procedures and Penalties, State
DON 2.203	Operated Facilities
DOR 2.210 DOR 2.220	Abuse and Neglect Definitions and Procedures: Community Provider Facilities Employee Misconduct Definitions and Procedures: State Operated Facilities

CHAPTER 4 -- PROGRAM IMPLEMENTATION AND RECORDS

Subchapter 4.0 DOR 4.040 DOR 4.060 DOR 4.070	Program Plans Intake Procedures Risk Screening and Assessment Procedures 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** Policies and Procedures for Granting Passes to Committed Clients DOR 4.480 Determination of Fitness to Proceed to Criminal Trial DOR 4.496 **Transfer Procedures** Subchapter 4.5 DOR 4.533 Transfer to Biggs Forensic Center DOR 4.537 Staff Conferences for Biggs Forensic Center Patients Hearings for Transfer of Minors to Adult Wards DOR 4.563 **Certification Procedures** Subchapter 4.6 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 DOR 5.025 DOR 5.055	Reimbursement for Services Copy and Report Charges for Distribution Collection Procedures
Subchapter 5.2 DOR 5.210	Grants Development and Administration Applications for Grants and Agreements for Federal and Private Funding
Subchapter 5.3 DOR 5.310	Administration of Mental Health Trust Fund Procedures for Operation of the Mental Health Trust Fund

CHAPTER 6 -- HUMAN RESOURCES

Subchapter 6.0 DOR 6.005 DOR 6.010 DOR 6.015 DOR 6.050 DOR 6.090	Employee Rights and Procedures Employee General Rights Prohibition of Sexual and Other Harassment Employee Disclosure of Unlawful Acts or Mismanagement Disciplinary Actions Handling Employee Grievances
Subchapter 6.1 DOR 6.115 DOR 6.120	Personnel Administration Policy on Pay Distribution and Adjustment Layoffs

	0
DOR 6.140	Sick Leave
DOR 6.142	Family Medical Leave
DOR 6.143	Military Family Medical Leave
DOR 6.145	Reasonable Accommodations
DOR 6.146	Paid Parental Leave
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 Payment
Subchapter 6.3	Recruitment-Retention
Subchapter 6.3 DOR 6.320	Recruitment-Retention See DOR 1.530
DOR 6.320	See DOR 1.530
DOR 6.320 Subchapter 6.4	See DOR 1.530 Staff Development
DOR 6.320 Subchapter 6.4 DOR 6.440	See DOR 1.530 Staff Development Tuition Reimbursement
DOR 6.320 Subchapter 6.4	See DOR 1.530 Staff Development
DOR 6.320 Subchapter 6.4 DOR 6.440	See DOR 1.530 Staff Development Tuition Reimbursement

CHAPTER 6 -- HUMAN RESOURCES (Continued)

Subchapter 6.5 DOR 6.510 DOR 6.520 DOR 6.530 DOR 6.550 DOR 6.560	Employee Processing Screening Employees and Volunteers Alcohol & Other Drug Free Workplace Essential Functions Employee Termination Process Human Resources Personnel Files
Subchapter 6.6 DOR 6.650 DOR 6.665 DOR 6.675	Employee Rules Nepotism Conflict of Interest/Conflicting Employment Social Media Policy

CHAPTER 7 -- COMMUNITY PLACEMENT AND LICENSURE

Subchapter 7.3	Placement Appeal Procedures
DOR 7.350	Petition and Appeal Process when a Resident Refuses to Consent to Placement
DOR 7.370	Petition and Appeal Process when a Patient Refuses to Consent to Placement

CHAPTER 8 -- REGULATORY COMPLIANCE

Subchapter 8.0	
DOR 8.005	Notice of Privacy Practices Procedures
DOR 8.010	Amendment of Protected Health Information
DOR 8.020	Consumer Right to Request Restrictions on the Use or Disclosure of Protected
	Health Information (PHI)
DOR 8.030	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	HIPAA 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 8.350	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
DOR 8.420	Acceptable Methods for the Transfer of PHI