

DBHDD PolicyStat Index		Notes
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Click on the Chapter Titles to see the Index of the policies contained in that Chapter.

Most policies will be available within DBHDD PolicyStat but some are still in progress.

If you need a policy that is not yet available, or have any other questions, send an email to:

PolicyQuestions@dbhdd.ga.gov

Policy #	<p style="text-align: center;">CHAPTER-01 Behavioral Health Community Services</p>	Updates	Applicable for Community Providers
01-101	DUI Intervention Program		Yes
01-102	Independent Peer Review for Addictive Diseases Providers		Yes
01-103	Accreditation and Standards Compliance Requirements for Providers of Behavioral Health Services		Yes
01-104	Informed Consent for Psychotropic Medication Treatment For Child and Adolescent Population		Yes
01-105	Denial and Appeals Process for Psychiatric Residential Treatment Facility (PRTF) Level of Care for Children and Adolescents with a Mental Health Diagnosis		Yes
01-106	Requirements to Ensure that Families Complete the Application Process for Medicaid and PeachCare For Kids		Yes
01-107	Payment by Individuals for Community Behavioral Health Services		Yes
01-108	Management of Personal Needs Spending Accounts for Consumers (BH)		Yes
01-109	Priority Admission for Drug Dependent Pregnant Females		Yes
01-110	Form 1013 - Certificate Authorizing Transport to Emergency Receiving Facility and Report of Transportation (MH)		Yes
01-111	Recruitment and Application to become a Provider of Behavioral Health Services	Coming soon	Yes
	<p style="text-align: center;">Chapter-02 Developmental Disabilities Community Services</p>	Updates	Applicable for Community Providers
02-101	Planning Lists for Developmental Disabilities Services for Individuals Living in the Community		Yes
02-102	State Funded Respite for Individuals with Developmental Disabilities		Yes
02-601	Community Integration in Residential Service Options and Supervised Apartment Living Arrangements for Individuals with Developmental Disabilities		Yes
02-701	Recruitment and Application to Become a Provider of Developmental Disabilities Services		Yes
02-702	Management/Supervision/Safeguarding of Possessions, Valuables, Personal Funds and Day-To-Day Living Expenses in Developmental Disabilities Residential Services		Yes
02-703	Accreditation and Standards Compliance Requirements for Providers of Developmental Disabilities Services		Yes
02-704	Process for Enrolling, Matching, and Monitoring Host Home/Life-Sharing Sites for DBHDD Developmental Disabilities Community Service Providers		Yes
02-801	Prevention of Choking for Individuals with Developmental Disabilities Living in the Community		Yes
02-802	Bowel Management for Individuals Diagnosed with Developmental Disabilities		Yes
02-803	Health Risk Screening Tool (HRST)		Yes
02-1101	Human Rights Council for Developmental Disabilities Services		Yes

02-1102	Behavior Program Review Committee for Developmental Disabilities Community Services		Yes
	Chapter-03 Hospital Operations	Updates	Applicable for Community Providers
03-203	Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification Requirements		
03-204	Emergency Code Designations for State Hospitals		
03-205-AT	Medical Emergency Response System for Georgia Regional Hospital - Atlanta		
03-205-CS	Medical Emergency Response System for Central State Hospital		
03-205-EC	Medical Emergency Response System for East Central Regional Hospital		
03-205-SV	Medical Emergency Response System for Georgia Regional Hospital – Savannah		
03-205-SW	Medical Emergency Response System for Southwestern State Hospital		
03-205-WC	Medical Emergency Response System for West Central Georgia Regional Hospital		
03-206-AT	Medical Emergency Respiratory Support for Georgia Regional Hospital - Atlanta		
03-206-CS	Medical Emergency Respiratory Support for Central State Hospital		
03-206-EC	Medical Emergency Respiratory Support for East Central Regional Hospital		
03-206-SV	Medical Emergency Respiratory Support for Georgia Regional Hospital – Savannah		
03-206-SW	Medical Emergency Respiratory Support for Southwestern State Hospital		
03-206-WC	Medical Emergency Respiratory Support for West Central Georgia Regional Hospital		
03-207-AT	Automated External Defibrillator Use for Georgia Regional Hospital - Atlanta		
03-207-CS	Automated External Defibrillator Use for Central State Hospital		
03-207-EC	Automated External Defibrillator Use for East Central Regional Hospital		
03-207-SV	Automated External Defibrillator Use for Georgia Regional Hospital - Savannah		
03-207-SW	Automated External Defibrillator Use for Southwestern State Hospital		
03-207-WC	Automated External Defibrillator Use for West Central Georgia Regional Hospital		
03-208	Firearms Access for DBHDD Hospital Law Enforcement Officers and Security Personnel	Coming soon	
03-301	Hospital Census Management Plan		
03-402	Safety-Care Training and Certification		
03-403	Professional Licensing or Certification Requirements and the Reporting of Practice Act Violations		
03-501	Observation of Individuals to Ensure Safety		
03-502	Criteria for Mental Health Admissions of Adults to DBHDD Hospitals		Yes
03-504	Suicide, Violence and Victimization Risk Assessment		
03-505	Medication Variance Reporting and Analysis		

03-507	Transition Planning Process for Individuals on the Mental Health Olmstead List		
03-508	Follow-up for Individuals Discharged from the State Hospital Who Were on the Mental Health Olmstead List		
03-509	Do Not Resuscitate (DNR) Orders		
03-510	Seclusion or Restraint		
03-513	Use of a Security Device While Transporting Individuals Under the Jurisdiction of the Criminal Justice System		
03-514	Seizure Management		
03-515	Incident Management		
03-516	Medical Immobilization, Medical Protective Devices and Adaptive Supportive Devices	On hold	
03-517	Infection Prevention and Control	Coming soon	
03-518	Pain Management		
03-520	Medical Evaluation Guidelines and Exclusion Criteria for Admission to State Hospitals and Crisis Stabilization Units		Yes
03-521	Sentinel Events		
03-522	Physical and Nutritional Supports		
03-524	Adverse Drug Reaction Reporting and Intensive Review of Serious or Lethal Adverse Drug Reaction		
03-525	Mortality Review Process		
03-527	Telemedicine Usage By DBHDD Hospitals		
03-528	Actions Necessary Upon Death of an Individual while in a DBHDD Hospital or Following Discharge from a DBHDD Hospital	Revision coming soon	
03-529	Medication Reconciliation at Admission and Transfer		
03-530	Management of Medication Brought to a State Hospital or Crisis Stabilization Unit		
03-531	Discharge Medications and Prescriptions Supplied by DBHDD Hospitals		Yes
03-532	DBHDD Medication Formulary		
03-533	Elopement		
03-534	Informed Consent and Involuntary Administration of Psychotropic Medication in DBHDD Hospitals		
03-537	Behavior Services in DBHDD Hospitals	Coming soon	
03-601	Risk Management		
03-701	Recording and Monitoring Via Electronic Media		
03-702	Use of Personal Communication Devices in DBHDD Hospitals	Coming soon	
03-703	Creation and Structure of Medical Records	Coming soon	
03-704	Preservation, Removal, Destruction and Falsification of Medical Records	Coming soon	

	CHAPTER-04 Administrative Issues for BH & DD Community Services	Updates	Applicable for Community Providers
04-100	Access to DBHDD Policies for Community Providers		Yes
04-101	Professional Licensing or Certification Requirements and the Reporting of Practice Act Violations		Yes
04-102	Emergency Preparedness and Disaster Response – Basic Requirements for DBHDD Hospitals and Community Providers		Yes
04-103	Verification of Lawful Presence in United States for Individuals seeking DBHDD Services		Yes
04-104	Criminal History Records Checks for Contractors		Yes
04-105	Region of Responsibility Determination		Yes
04-106	Reporting and Investigating Deaths and Critical Incidents in Community Services		Yes
04-107	Requests for Waivers of the Standards for DBHDD Services		Yes
04-109	Guiding Principles Regarding Co-Occurring Mental Health and Addictive Diseases Disorders		Yes
04-110	Guiding Principles Regarding Serving Those with Co-Occurring Behavioral Health Disorders and Developmental Disabilities		Yes
04-112	DBHDD Abbreviations and Acronyms		
	Chapter-15 Access to Services	Updates	Applicable for Community Providers
15-101	Responsibilities of Language Access Coordinators		Yes
15-102	Notification of Rights regarding Limited English Proficiency / Sensory Impairment		Yes
15-201	Arranging Accommodations for Deaf Individuals	Coming soon	Yes
	Chapter-16 Audits	Updates	Applicable for Community Providers
16-101	External Entities and Audit Standards		Yes
	CHAPTER-17 Budget and Finance	Updates	Applicable for Community Providers
17-101	Federal Grant Earmarking Requirements Verification Calculations		
17-201	Grant Application and Award Processing		
17-202	Federal Fund Source and Parent Project Code Assignments		
17-203	Federal Financial Report Preparation, Reconciliation and Submission		
17-301	Journal Voucher and Journal Entry Processing		
	CHAPTER-18 Communications and Media Relations	Updates	Applicable for Community Providers

18-101	Logo Use		
18-102	Proper Use of Email		
18-103	Handling of Mail and Packages within the DBHDD State Office		
	CHAPTER-19 External Affairs	Updates	Applicable for Community Providers
19-101	Complaints and Grievances Regarding Community Services		Yes
	CHAPTER-20 Facilities and Property Management	Updates	Applicable for Community Providers
20-201	Tobacco-Free and Smoke-Free Environment in DBHDD Facilities		
20-300	Personal Property Management and Building & Capital Improvements		
20-301	Personal Property Acquisition & Accountability		
20-302	Missing or Stolen Property		
20-303	Disposition of Personal Property		
20-304	Federal Surplus Property Program		
20-305	Release of Personal Property		
20-400	Real Property Management		
20-401	State Properties Commission		
20-402	Processing of Real Property Transactions		
20-403	Naming or Renaming of a Building, Facility, Structure or Cemetery		
20-404	Use of DBHDD Facilities by Outside Groups		
20-405	Construction of Buildings in Floodplain Areas		
20-406	Preparation and Processing of DBHDD Board Resolutions		
20-407	Coordination With Asset Unit/Asset Management and Building Valuation		
20-408	Other Duties of Real Property Unit		
20-500	Selection of Design, Engineering & Survey Professionals		
	CHAPTER-21 Procurement and Contracts	Updates	Applicable for Community Providers
21-101	Financial and Reporting Requirements for Community Providers		Yes
	CHAPTER-22 Human Resources	Updates	Applicable for Community Providers
22-101	Equal Employment Opportunity & Unlawful Discrimination		
22-102	Sexual Harassment		
22-104	Access to Human Resources Policies		
22-105	Delegation of Authority		
22-106	Assignment of Duties		
22-107	Third Party Involvement		
22-108	Administrative Closing of Offices		
22-109	Notices Required to be Posted		
22-110	Preventing Workplace Violence		
22-111	Teleworking		
22-112	Retirement Celebrations		
22-201	Position Level Reduction		

22-302	Movement from Classified to Unclassified Employment		
22-401	Recruitment		
22-402	Selection		
22-403	Medical and Physical Examination Program (MAPEP)		
22-404	New Hire Forms for DBHDD Employees		
22-501	Employee Orientation		
22-502	Working Test and Permanent Status for Classified Employees		
22-503	Verifying Identity and Employment Eligibility		
22-504	Criminal History Record Checks for DBHDD Employees		
22-505	Criminal History Record Checks for Nursing Home Units		
22-601	Employment Information		
22-602	Access to Personnel-Related Public Records Based on the Georgia Open Records Act		
22-603	Official Personnel Files		
22-701	Performance Management Program (PMP)		
22-801	Calculation of Salary Payments		
22-802	Salary Adjustments		
22-803	Incentive Pay and Meritorious Awards		
22-804	Advanced Salary Hiring		
22-807	Recovery of Overpayments		
22-901	Eligibility for Benefits		
22-902	Flexible Benefits		
22-903	Health Insurance		
22-904	Employee Behavioral Health Services		
22-1001	Fair Labor Standards Act		
22-1002	Official Hours and Work Schedules		
22-1003	Administration of Employee Leave Program		
22-1004	Observance of Holidays		
22-1005	Family and Medical Leave		
22-1006	Annual, Sick and Personal Leave		
22-1007	Leave of Absence Without Pay		
22-1008	Court Leave		
22-1009	Military Leave		
22-1010	Leave Donation		
22-1011	Short Term/Other Leave Without Pay		
22-1012	State Compensatory Time		
22-1013	Miscellaneous Leave/Time		
22-1014	Hourly Employment		
22-1101	Promotions		
22-1102	Demotions		
22-1103	Transfer of Employees		
22-1201	Standards of Conduct and Ethics in Government		
22-1202	Political Activity		
22-1203	Other Employment		
22-1204	Employment Status of Relatives		
22-1205	Use of State Property		
22-1301	Drug-Free Workplace		

22-1302	Alcohol and Drug Testing Programs		
22-1501	Grievance Procedure for Classified Employees		
22-1502	Grievance Procedure for Unclassified Employees		
22-1503	Unlawful Discrimination Complaint Procedure		
22-1504	Process for Review of Written Reprimands		
22-1505	Mediation Procedure		
22-1601	Disciplinary/Dismissal Actions - Classified Employees		
22-1602	Disciplinary/Separation Actions - Unclassified Employees		
22-1603	Personnel Actions in Cases of Abuse, Neglect and/or Exploitation of Individuals Served by DBHDD		
22-1701	Workers' Compensation and Special Injury Return-to-Work Program		
22-1702	Leave and Payment for Workers' Compensation and Special Injury		
22-1704	Americans with Disabilities Act		
22-1801	Charitable Contributions Program		
22-1802	Employees' Suggestion Program		
22-1803	Education and Training for DBHDD Employees		
22-1901	Separations From Employment		
22-1902	Retirement		
22-1903	Unemployment Compensation		
22-1904	Involuntary Separation - Retirement Benefits		
22-1905	Staff Reduction		
22-2001	Professional Licensing of DBHDD Employees		
22-2002	Teacher Certification and Compensation		
	CHAPTER-23 Information Management & Information Technology	Updates	Applicable for Community Providers
23-100	Confidentiality and HIPAA		Yes
23-101	Notice of Privacy Practices		Yes
23-102	Reporting and Notification of Breaches of Confidentiality		Yes
23-103	Confidentiality and HIPAA Privacy Complaints		Yes
23-104	Sanctions Related to Confidentiality and HIPAA		Yes
23-105	Individual Rights regarding Confidential and Protected Health Information		Yes
23-106	Disclosures of Confidential and Protected Health Information		Yes
23-107	Business Associates Requirements regarding Confidentiality and Protected Health Information		Yes
23-201	Wireless Devices for DBHDD Staff		
23-205	Physical and Environmental Security to Prevent Unauthorized Disclosure of Information		
23-206	General Information Security		
23-207	Administration of Security		
23-208	Personnel Security		
23-209	Communications and Operations Management to Ensure Information Security		
23-210	Systems Development and Maintenance to Ensure Information Security		
23-211	Compliance with Mandates to Ensure Information Security		

23-401	Records Retention	Coming soon	
	Chapter-24 Legal Services	Updates	Applicable for Community Providers
24-101	Georgia Open Meetings Act and Open Records Act	Revision coming soon	Yes
	Chapter-25 Protection of Human Subjects	Updates	Applicable for Community Providers
25-101	Protection of Human Subjects and Institutional Review Board		Yes