

# DBHDD PolicyStat Index - December 2021

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

Policy #	CHAPTER-01 Behavioral Health Community Services	Updates	Applicable To Community Providers?
<b>A. Behavioral Health Community Services</b>			
	COVID-19 2020: DBHDD Community Behavioral Health Services Policy Modifications - 7/1/2020		Yes
01-101	DUI Intervention Program		Yes
01-102	Region of Responsibility Determination for Behavioral Health 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 Access DBHDD Funds for Child & Adolescent Behavioral Health Services		Yes
01-107	Payment by Individuals for Community Behavioral Health Services		Yes
01-108	Management of Personal Needs Spending Accounts for Individuals Receiving Behavioral Health Services		Yes
01-109	Priority Admission, Medication Assisted Treatment, and Interim Services for Women Seeking Substance Use Treatment		Yes
01-110	Form 1013 and Form 2013 – Certificate Authorizing Transport to Emergency Receiving Facility and Report of Transportation		Yes
01-111	Recruitment & Application to become a Provider of Behavioral Health Services		Yes
01-112	Provider Manual for Community Behavioral Health Providers		Yes
01-113	Noncompliance with Audit Performance, Staffing, and Accreditation Requirements for Community Behavioral Health Providers		Yes
01-114	Assertive Community Treatment (ACT) Program Tool Kit		Yes
01-115	Discharge Planning for Assertive Community Treatment (ACT)		Yes
01-117	Transportation Reimbursement for Assertive Community Treatment, Community Support Team and Supported Employment Services		Yes
01-118	Suicide Prevention, Screening, Brief Intervention and Monitoring		Yes
01-119	Best Practices for Serving "Emerging Adults" - Transitioning from Late Adolescence to Young Adulthood		Yes
01-120	Georgia Housing Voucher Program (GHVP) and Need for Supportive Housing Survey (NSH)		Yes
01-121	Georgia Department of Behavioral Health and Developmental Disabilities' Definition of Severe and Persistent Mental Illness		Yes
01-123	Training and Certification of Peer Specialists		Yes
01-126	Suicide Prevention, Screening, Brief Intervention and Monitoring for Tier 2 and Tier 2+ Providers		Yes
01-507	Transition Planning Process for Individuals on the Americans with Disabilities Act (ADA) Ready to Discharge List		Yes
01-508	Follow-up for Individuals Discharged from the State Hospital		Yes
<b>B. Community Provider Network</b>			
01-199	Community Behavioral Health Provider Network Structure		Yes
01-200	Comprehensive Community Provider (CCP) Standards for Georgia's Tier 1 Behavioral Health Safety Net		Yes
01-201	CCP Standard 1 - Access to Services		Yes
01-202	CCP Standard 2 - Crisis Management		Yes
01-203	CCP Standard 3 - Transitioning of Individuals in Crisis		Yes
01-204	CCP Standard 4 - Engagement in Care		Yes
01-205	CCP Standard 5 - Substance Use Disorder Treatment & Supports		Yes
01-207	CCP Standard 7 - Recovery Oriented Care		Yes
01-209	CCP Standard 9 - Administrative & Fiscal Structure		Yes
01-210	CCP Standard 10 - Required Staffing		Yes
01-213	CCP Standard 13 - Administrative Services Organization and Audit Compliance		Yes
01-218	CCP Standard 18 - Suicide Prevention		Yes
01-219	CCP Standard 19 - Housing Access		Yes
01-221	CCP Standard 21 - Community Coordination and Engagement		Yes
01-222	CCP Standard 22 - Evidence Based Treatment		Yes
01-225	Process for Reporting Compliance with Standards for Tier 1 Comprehensive Community Providers (CCPs)		Yes
01-230	Community Medicaid Provider (CMP) Standards for Georgia's Tier 2 Behavioral Health Services		Yes
01-231	CMP Standard 1 - Administrative Infrastructure		Yes
01-231a	CMP+ Standard 1 - Administrative Infrastructure		Yes
01-232	CMP Standard 2 - Accreditation, Certification and Licensing		Yes
01-233	CMP Standard 3 - Access to Services		Yes
01-234	CMP Standard 4 - Engagement in Care		Yes
01-236	CMP Standard 6 - Substance Use Disorder Treatment & Supports		Yes
01-238	CMP Standard 8 - Required Staffing		Yes
01-238a	CMP+ Standard 8 - Required Staffing		Yes
01-239	CMP Standard 9 - Administrative Services Organization (ASO) & Audit Compliance		Yes

01-240	CMP Standard 10 - Recovery Oriented Care		Yes
01-241	CMP Standard 11 - Transitioning of Individuals in Crisis		Yes
01-242	CMP Standard 12 - Crisis Management		Yes
01-245a	CMP+ Standard 15 - Benefits Eligibility		Yes
01-246a	CMP Standard 16 - Suicide Prevention		Yes
01-249	Process for Reporting Compliance with Standards for Tier 2 Community Medicaid Providers (CMPs)		Yes
01-249a	Process for Reporting Compliance with Standards for Tier 2 Community Medicaid Providers (CMP+)		Yes
01-280	The Georgia State Opioid Treatment Authority		Yes
01-281	State Opioid Treatment Authority Central Registry		Yes
01-282	Actions Necessary Upon Closure or Termination of Medication Assisted Treatment Programs		Yes
01-283	State Opioid Treatment Authority Communication Strategy		Yes
01-284	State Opioid Treatment Authority Disaster Emergency Closure		Yes
01-285	State Opioid Treatment Authority Complaints and Critical Incidents		Yes
<b>C. Psychiatric Residential Treatment Facility</b>			
01-300	Guidelines for Use of Psychiatric Residential Treatment Facilities for Comprehensive Community Providers		Yes
01-301	Psychiatric Residential Treatment Facility (PRTF) Manual		Yes
01-302	PRTF General Definitions		Yes
01-303	PRTF Definition and Service		Yes
01-304	PRTF Conditions of Participation		Yes
01-305	PRTF Staffing Requirements		Yes
01-306	PRTF Training		Yes
01-307	PRTF Service Requirements		Yes
01-308	Description of Youth and Emerging Adults Served in a Psychiatric Residential Treatment Facility (PRTF)		Yes
01-309	PRTF Referral Processes		Yes
01-310	PRTF Application Process for Admission		Yes
01-311	PRTF Level of Care		Yes
01-312	PRTF Level of Care - Community Based Alternatives for Youth, Money Follows the Person, or Balancing Incentive Program		Yes
01-313	PRTF Requirements at Admission and Utilization of Services		Yes
01-314	PRTF Documentation Requirements		Yes
01-315	PRTF Incidents and Incident Reporting		Yes
01-316	PRTF Discharge Planning and Discharge		Yes
01-317	PRTF Billing and Benefits Monitoring		Yes
01-318	PRTFs Establishing and Maintaining Separation Between Multiple Programs and Facilities		Yes
01-319	PRTF Evaluation		Yes
<b>D. Crisis Stabilization Units</b>			
01-270	Standards and Key Performance Indicators for Providers of Community Crisis Services		Yes
01-325	Behavioral Health Certification and Operational Requirements for Certified Crisis Stabilization Units (CSUs)		Yes
01-326	CSU: General Certification Requirements		Yes
01-327	CSU: Application Requirements		Yes
01-328	CSU: Operation Scope of Services		Yes
01-329	CSU: Program Description		Yes
01-330	CSU: Evaluations and Admissions		Yes
01-331	CSU: Provision of Individualized Care		Yes
01-332	CSU: Documentation of Care		Yes
01-333	CSU: Protection and Safety of the Individual and Others		Yes
01-334	CSU: Pharmacy Services and Management of Medication		Yes
01-335	CSU: Laboratory Services		Yes
01-336	CSU: Food Services		Yes
01-337	CSU: Infection Prevention and Control		Yes
01-338	CSU: Rights and Responsibilities of Individuals		Yes
01-339	CSU: Confidentiality		Yes
01-340	CSU: Documentation of Legal Status		Yes
01-341	CSU: Performance Improvement Plan and Activities		Yes
01-342	CSU: Environment of Care		Yes
01-343	CSU: Fire Prevention and Fire or Disaster Safety Requirements		Yes
01-344	CSU: Human Resources		Yes
01-345	CSU: Transportation		Yes
01-347	CSU: Enforcement		Yes
01-348	CSU: Sanctions and Penalties		Yes
01-349	CSU: Waivers and Variances		Yes
01-350	CSU: Medical Evaluation Guidelines and Exclusion Criteria for Admission to Crisis Stabilization Units		Yes
01-351	CSU: Use of Seclusion or Restraint in Crisis Stabilization Services		Yes
01-352	Discharge Planning for Crisis Stabilization Units and Behavioral Health Crisis Centers		Yes
01-353	CSU: Child and Adolescent Autism Spectrum Disorder		Yes
01-354	CSU: Telemedicine Use		Yes
<b>E. Certified Community Behavioral Health Clinics</b>			
01-400	<a href="#">Certified Community Behavioral Health Clinic (CCBHC) Tier 1+ Demonstration Sites</a>	NEW	Yes
01-401	<a href="#">CCBHC Standard 1 - Access to Services</a>	NEW	Yes
01-402	<a href="#">CCBHC Standard 2 - Crisis Management</a>	NEW	Yes
01-403	<a href="#">CCBHC Standard 3 - Transitioning of Individuals in Crisis</a>	NEW	Yes
01-404	<a href="#">CCBHC Standard 4 - Engagement in Care</a>	NEW	Yes
01-405	<a href="#">CCBHC Standard 5 - Substance Use Disorder Treatment &amp; Supports</a>	NEW	Yes
01-407	<a href="#">CCBHC Standard 7 - Recovery Oriented Care</a>	NEW	Yes
01-409	<a href="#">CCBHC Standard 9 - Administrative &amp; Fiscal Structure</a>	NEW	Yes
01-410	<a href="#">CCBHC Standard 10 - Required Staffing</a>	NEW	Yes
01-413	<a href="#">CCBHC Standard 13 - Administrative Services Organization and Audit Compliance</a>	NEW	Yes
01-418	<a href="#">CCBHC Standard 18 - Suicide Prevention</a>	NEW	Yes
01-419	<a href="#">CCBHC Standard 19 - Housing Access</a>	NEW	Yes
01-421	<a href="#">CCBHC Standard 21 - Community Coordination and Engagement</a>	NEW	Yes
01-422	<a href="#">CCBHC Standard 22 - Evidence Based Treatment</a>	NEW	Yes
01-423	<a href="#">CCBHC Standard 23 - Preventative Care and Screening</a>	NEW	Yes
01-424	<a href="#">CCBHC Standard 24 - Satisfaction Survey</a>	NEW	Yes
Policy #	<b>CHAPTER-02</b> Developmental Disability Community Services	Updates	Applicable To Community Providers?
<b>A. Intake and Evaluation</b>			
	COVID-19 2020: DBHDD Community Developmental Disability Services Policy Modifications - 7/1/2021		Yes
02-101	Planning Lists for Developmental Disability Services for Individuals Living in the Community		Yes
<b>B. Support Coordination, Planning List Administration, and State Services Coordination</b>			
02-301	State-Funded Supported Employment Services		Yes

02-430	Operating Principles for Support Coordination & Intensive Support Coordination Providers		Yes
02-431	Standards of Conduct and Ethics for Support Coordinator Providers		Yes
02-432	Support Coordination Caseloads, Participant Admission, and Discharge Standards		Yes
02-433	Support Coordination Contact Frequency Requirements		Yes
02-434	Support Coordination Documentation		Yes
02-435	Outcome Evaluation: "Recognize, Refer, and Act" Model		Yes
02-436	Support Coordinator Responsibility for Assessments, Evaluations, and Healthcare or Behavioral Plans		Yes
02-438	The Service Planning Process and Individual Service Plan Development		Yes
02-439	Intensive Support Coordination for Individuals in Crisis Support Homes		Yes
02-440	Support Coordination and the Incident Process		Yes
02-441	Selection of Support Coordination/Intensive Support Coordination Provider		Yes
02-442	Support Coordination and Intensive Support Coordination Eligibility Determination and Conditions for Transfer Between Services		Yes
02-443	Addressing Immediate and Critical Needs due to Changes in Condition and/or Changes in Circumstances for NOW and COMP Waiver Participants		Yes
02-444	Service Changes via the Individual Service Plan and Requests for Clinical Review for NOW and COMP Waiver Participants		Yes
<b>C. Crisis and Emergency Response</b>			
<b>D. Family Support and Respite</b>			
02-102	State Funded Respite for Individuals with Developmental Disabilities		Yes
02-401	Family Support Services for Developmental Disability Services - All Procedures		Yes
02-402	Family Support Services Guiding Principles		Yes
02-403	Family Support Services Provider Requirements		Yes
02-406	Family Support Services Participant Eligibility		Yes
02-407	Family Support Services Program Application Process		Yes
02-408	Family Support Services Program: Enrollment and Disenrollment Process		Yes
02-409	Family Support Services, Direct/Brokered Goods, and Services List and Protocols		Yes
02-410	Family Support Services Transfer Process		Yes
02-411	Family Support Respite Services		Yes
02-412	Family Support Grievance Process		Yes
02-413	Family Support Services Records Requirements Process		Yes
02-414	Family Support Services Reporting Requirements		Yes
02-415	Family Support Services Quality Assurance Process		Yes
02-417	Family Support Services Provider Budget		Yes
<b>E. Delivery of Community Services</b>			
02-602	Region of Responsibility Determination for Developmental Disability Providers		Yes
02-266	Healthcare Plans for Individuals with Intellectual/Developmental Disabilities (I/DD) in Community Residential Alternative, and Community Living Support Services with Skilled Nursing Services		Yes
<b>F. Provider Enrollment and Requirements</b>			
02-701	Recruitment and Application to Become a Provider of Developmental Disability Services		Yes
02-702	Supervision and Protection of Personal Funds and Belongings in Intellectual and Developmental Disability Residential Services		Yes
02-703	Accreditation and Compliance Review Requirements for Providers of Developmental Disability Services		Yes
02-704	Process for Enrolling, Matching, and Monitoring Host Home/Life-Sharing Sites for DBHDD Developmental Disability Community Service Providers		Yes
<b>G. Health and Safety</b>			
02-801	Prevention of Choking and Aspiration for Individuals with Intellectual/Developmental Disabilities Living in the Community		Yes
02-802	Bowel Management for Individuals Diagnosed with Developmental Disabilities Living in Community Settings		Yes
02-803	Health Risk Screening Tool (HRST)		Yes
02-804	Enhanced Supports Services Submission and Review Procedures		Yes
02-806	Prevention of Health Complications Related to Seizures		Yes
02-807	Risk Mitigation of Health Conditions or Vulnerabilities in Intellectual and/or Developmental Disability (I/DD) Services		Yes
02-808	Registered Nursing Oversight in I/DD Community Settings		Yes
<b>H. Clinical Technical Assistance and Support</b>			
<b>I. Training</b>			
<b>J. Quality Management</b>			
02-1101	Human Rights Council for Developmental Disability Services		Yes
<b>K. DD Administration</b>			
02-1201	Provider Manuals for Community Developmental Disability Providers		Yes
02-1202	NOW and COMP Waivers for Community Developmental Disability Services		Yes
02-1203	Waiver Supplemental Services (WSS)		Yes
Policy #	<b>CHAPTER-03 Hospital Operations</b>	Updates	Applicable To Community Providers?
<b>A. Ethics, Rights and Responsibilities</b>			
	<a href="#">COVID-19 2020: DBHDD Hospital Policy Modifications - 12/30/2021</a>	REVISED	
03-102	Advance Directives for Health Care		
03-106	Peer Councils in DBHDD Hospitals		
03-108	Claims for Personal Injury, Loss or Damage of Belongings in DBHDD Hospitals		
03-109	Claims for Small Property Loss or Damage in DBHDD Hospitals		
03-111	Satisfaction Surveys For Individuals Served by DBHDD Hospitals		
03-112	Staff Interactions with Individuals Across DBHDD Hospitals and Facilities		
03-114	Care of Transgender Individuals in DBHDD Hospitals		
03-115	<a href="#">Workplace Violence Prevention Program</a>	NEW	
03-588	Guardianship		
03-313	Gift Giving to Individuals		
<b>B. Environment of Care</b>			
03-202	Nursing Staff Scheduling, Holdover, and Staff Sharing		
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	Medical Emergency Response System - All 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-WC	Medical Emergency Response System for West Central Georgia Regional Hospital		
03-206	Medical Emergency Respiratory Support - All Hospitals		
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-WC	Medical Emergency Respiratory Support for West Central Georgia Regional Hospital		
03-207	Automated External Defibrillator Use - All Hospitals		

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-WC	Automated External Defibrillator Use for West Central Georgia Regional Hospital		
03-209	External Transfer Information Form for Emergency Medical Services		
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03-269	Wheelchair Cleaning		
03-271	Laundry Services for Hospitals that Contract for Linen Services		
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03-276	Electrical Distribution System		
03-277	Managing the Failure of the Natural Gas System		
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03-280	Hazardous Chemicals, Materials, and Waste Management Program and Plans		
03-282	Medical Gas and Vacuum System Operation and Maintenance		REVISED
03-283	Management of Flooding Due to Plumbing Failure		
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03-805	Rehabilitation Therapy Competency Plan		REVISED
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03-924	Behavior Support for Skilled Nursing Facilities (SNF) and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)		
03-930	DBHDD Skilled Nursing Facilities Quality Assurance Performance Improvement Plan		
<b>C. Leadership</b>			
03-300	Governing Bodies of DBHDD Hospitals		
03-301	Hospital Census Management Plan		
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03-644	Timeout Prior to Dental Surgery		
03-645	Dental Instruments, Supplies, and Equipment Management		
03-646	Management of Personal Care Items		
03-647	Food Purchasing, Receiving, Production, and Preparation		
03-648	Dishwashing Procedures		
03-649	Pharmacy Quality Assurance and Performance Improvement		
03-650	Psychosocial-Related Assessment for SNF and ICF/IID Units		
03-651	Supervised Self-Medication Program for Individuals in Adult Mental Health Units and Forensic Units		
03-652	Food Services Special Functions		
03-653	Food and Nutrition Policies	REVISED	
03-654	Hazardous Dental Materials Management and Handling		
03-655	Dental Desensitization		
03-656	Women's Health		
03-657	Daily Schedule for Meal Delivery		
03-658	GRHA Skilled Nursing Facility (SNF) Community Outings		
03-659	Adult Mental Health and Forensic Programs Community Outings		
03-660	Fire Safety Program and Fire Safety Management Plans		
03-661	Dental Services Policies and Procedures		
03-662	Consent for Dental Procedures		
03-663	Hospital Barber and Beautician Services		
03-665	General Consent for Medical Treatment in DBHDD Hospitals		
03-666	Therapeutic Work Program		
03-670	Laboratory Policy Index	REVISED	
03-675	Laboratory Waived Testing and Blood Glucose Testing	REVISED	
03-676	Use of Reference Laboratories	REVISED	
03-677	Reference Laboratory Requests and Specimen Collection	REVISED	
03-679	Competency Assessments for Hospitals using Reference Laboratories	REVISED	
03-804	Competencies for DBHDD Hospital Clinical Staff	REVISED	
03-806	Nursing Staff Competencies		
03-807	Hospital New Staff Orientation and Ongoing Training		
03-808	Hospital Unit and Department Orientation and Training		
03-809	Activity Therapy Competencies		
03-810	Non-Clinical Staff Human Resources-Related Requirements		
03-900	All Procedures for Individuals with Intellectual Disabilities		
03-902	Nail Care Procedure		
03-903	Provision of Individuals' Personal Care		
03-904	Body Temperature Management for Individuals with Diagnosis of Hypothermia		
03-905	Individual Appointments		
03-906	Unlocked Doors In Living Areas		
03-907	Individuals' Mealtime Experience		
03-911	Lifting & Transferring Individuals		
03-913	Administrative Duty Officer: Campus Supervision		
03-914	Schedules for Sleep and Wake-Up Hours in SNFs and ICF		
03-915	Approval for Alternate Programming		
03-916	Transportation of Individuals Served in Skilled Nursing Facilities (SNF) and Intermediate Care Facilities (ICF) at East Central Regional Hospital		
03-917	Body Checks		
03-918	Admission, Transfer, and Discharge in Skilled Nursing Facilities or Nursing Facility Units		
03-920	Self-Medication Evaluation and Program for Individuals Served in Skilled Nursing Facilities and Intermediate Care Facilities for Individuals with Intellectual Disabilities		
03-921	Care of the Individual with Enteral Feeding and Medication		
03-922	Minimum Staff Ratio		
03-923	Monitoring Vital Signs & Output		
03-925	Active Treatment for Individuals with Intellectual Disabilities		
03-926	Monitoring and Companion Sitters for Individuals Admitted to Local Medical Facilities		
03-928	Pre-Need Investments for Individuals in Skilled Nursing Facility (SNF) and ICF/IID Units		
03-929	Skilled Nursing Facility (SNF) Nursing Note Documentation Guidelines		
03-931	DBHDD Skilled Nursing Facility Compliance and Ethics Program		
03-932	Daily Monitoring of Supports Provided to Individuals		
03-933	Managing Pica in DBHDD Hospitals		
<b>F. Information Management</b>			
03-700	Hospital System Information Management		
03-701	Recording and Monitoring Via Electronic Media		
03-702	Use of Wireless Communication Devices in DBHDD Hospitals		
03-703	Creation, Structure and Content of Medical Records	REVISED	
03-704	Preservation, Alteration, Falsification, Removal and Destruction of Medical Records		
03-705	myAvatar User ID and Password Sharing		
03-706	DBHDD Clinical Documentation Scanning		
03-707	Hospital Clinical Systems Downtime Plan		
03-708	Maintaining Unit Records		
<b>G. Health and Safety</b>			
03-680	Above Ceiling Permits at DBHDD Hospitals		
Policy #	<b>CHAPTER-04</b> Administrative Issues for BH & DD Community Services	Updates	Applicable To Community Providers?
<b>A. Administrative Issues Related to BH &amp; DD Service Delivery</b>			

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	Disaster Preparedness, Response, and Disaster Recovery Requirements for Community Providers		Yes
04-103	Guardians and Other Surrogates in Community-Based Services		Yes
04-104	Criminal History Record Check for DBHDD Network Provider Applicants		Yes
04-106	Reporting Deaths and Other Incidents in Community Services		Yes
04-107	Requests for Waivers of Service Requirements Contained in DBHDD Provider Manuals or Policystat		Yes
04-109	Guiding Principles Regarding Co-Occurring Mental Health and Addictive Diseases Disorders		Yes
04-110	Guiding Principles Regarding Serving Individuals with Co-Occurring Behavioral Health Disorders and Intellectual and Developmental Disabilities		Yes
04-111	Criminal History Record Check for Individual Provider Applicants		Yes
04-112	DBHDD Abbreviations and Acronyms		Yes
04-117	Maintenance of Records for Closed Providers		Yes
04-118	Investigating Deaths and Other Incidents in Community Services		Yes
04-119	Actions Necessary upon Closure, Suspension of Services, or Termination of a DBHDD Community Services Provider		Yes
04-120	Transition Process for Individuals with Intellectual and/or Developmental Disabilities Moving from State Hospitals to Their Family Home or Community Residences		Yes
Policy #	<b>CHAPTER-06</b> Forensic Services	Updates	Applicable To Community Providers?
<b>A. Forensic Services</b>			
06-101	Pretrial Evaluation of Criminal Defendants		
06-102	Evaluation and Treatment of Defendants Adjudicated Incompetent to Stand Trial (IST)	REVISED	
06-103	The STEP System - Forensic STEPwise Environmental Progression		
06-104	Risk Assessment on Forensic Inpatient Units		
06-105	Forensic Review Committees		
06-106	Victim Notification		
06-107	NGRI: Evaluation, Treatment and Release of Defendants Acquitted as Not Guilty by Reason of Insanity		
06-108	Forensic Evaluator Certification		
06-109	Use of Telephones by Individuals Served in Forensic Units		
06-110	Initial Placement and Transfer of Individuals on Secure and Maximum Secure Units		
06-111	Key Control for the Cook Forensic Facility		
06-113	Discharge Planning on Forensic Units		
06-114	Key Control For Forensic Units at Regional Hospitals		
06-115	Control Room and Electromagnetic Locks in Cook Facility		
06-116	Use of Electronic Media Devices by Individuals Served in Forensic Units		
06-117	Development and Maintenance of the Forensic File		
06-118	Visitation to Forensic Units		
06-119	Use of a Security Device While Transporting an Individual Under the Jurisdiction of the Criminal Justice System		
06-200	Community Integration Homes - All Procedures		
Policy #	<b>CHAPTER-13</b> Accountability & Compliance	Updates	Applicable To Community Providers?
13-101	Corrective Action Plan Management		Yes
13-102	Compliance Outcomes for DBHDD Behavioral Health Community Providers		Yes
13-104	Division of Accountability and Compliance Management of Incidents Reported by DBHDD Hospitals		
13-105	Division of Accountability and Compliance Investigations in DBHDD Hospitals		
13-111	Detecting and Preventing Fraud, Waste and Abuse		
13-200	Community Service Board Oversight		Yes
13-201	Community Service Board Oversight: Authority and General Responsibilities		Yes
13-202	Community Service Board Oversight: Fiscal Standards and Practices		Yes
13-203	Community Service Board Oversight: Financial Audits Practice		Yes
13-205	Community Service Board Oversight: Approval of Executive Director Selection and Compensation		Yes
13-208	Community Service Board Risk Assessment, Mitigation and Intervention		Yes
13-900	Federal Grant and Award Management System Policies and Procedures		
13-901	PATH Program Federal Award Internal Controls (CFDA 93.150)		
13-903	Georgia Home Recovery Program Federal Award Internal Controls (CFDA 93.243)		
13-904	Georgia Suicide Safer Communities for Youth Project Program Federal Award Internal Controls (CFDA 93.243)		
13-906	Treatment Courts Program Federal Award Internal Controls (CFDA 93.243)		
13-907	Temporary Assistance for Needy Families (TANF) Program Federal Award Internal Controls (CFDA 93.558)		
13-908	CMS Medicaid Program Federal Award Internal Controls (CFDA 93.778)		
13-909	Mental Health Block Grant: Adult, Child, and Adolescent Program Federal Award Internal Controls (CFDA 93.958)		
13-910	Care Management Entity Program Federal Award Internal Controls (CFDA 93.958)		
13-911	Georgia Mental Health Consumer Network Federal Award Internal Controls (CFDA 93.958)		
13-912	Light Early Treatment Program Federal Award Internal Controls (CFDA 93.958)		
13-913	Mental Health Resiliency Support Clubhouse Program for Youth Federal Award Internal Controls (CFDA 93.958)		
13-914	PEER Program Federal Award Internal Controls (CFDA 93.958)		
13-915	Supported Employment Program Federal Award Internal Controls (CFDA 93.958)		
13-916	Substance Abuse Block Grant (SABG) Adult Program Federal Award Internal Controls (CFDA 93.959)		
13-917	Substance Abuse Block Grant (SABG) Child and Adolescent Program Federal Award Internal Controls (CFDA 93.959)		
13-918	National Suicide Prevention Lifeline Program Federal Award Internal Controls (CFDA 93.959)		
Policy #	<b>CHAPTER-15</b> Access to Services	Updates	Applicable To Community Providers?
<b>A. Limited English Proficiency and Sensory Impairment</b>			
15-100	Nondiscrimination and Accessibility for Individuals with Disabilities and Individuals with Limited English Proficiency		
15-101	DBHDD Hospital Access Coordinators		
15-103	DBHDD Field Office Access Coordinators		
15-104	DBHDD State Office Access Coordinators		
15-111	Provider Procedures for Referral and Reporting of Individuals with Hearing Loss		Yes
15-112	Communication Assessment Procedures for Individuals with Hearing Loss		Yes
15-114	Accessibility of Community Behavioral Health Services for Individuals Who are Deaf and Hard of Hearing		Yes
15-150	Recovery, Wellness, and Independence		Yes
Policy #	<b>CHAPTER-16</b> Audits	Updates	Applicable To Community Providers?
<b>A. Audits</b>			
16-101	External Entities Audit Standards		Yes
16-102	DBHDD Audits and Audit Standards		
16-103	Financially Weak and High Risk Contractors and Grantees		

16-104	Audits and Other Examinations Performed by Outside Agencies		
16-105	Audit Exceptions, Fund Deferrals and Disallowance		
<b>Policy #</b>	<b>CHAPTER-17</b> Budget and Finance	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. Budget</b>			
17-101	Federal Grant Earmarking Requirements Verification Calculations		
<b>B. Grants and Funds Management</b>			
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		
17-204	Substance Abuse Prevention and Treatment Block Grant Set-Aside/Earmarking Requirements		
17-205	Women Services and Women with Dependent Children Maintenance of Effort Requirements		
<b>C. General Accounting</b>			
17-301	Journal Voucher and Journal Entry Processing		
17-302	Cash Donations And Other Non-Appropriated Funds Management		
17-303	Patient Trust Fund Account		
<b>D. Payroll</b>			
<b>E. Accounts Payable</b>			
17-501	Travel Reimbursement for DBHDD Employees		
17-502	Managing and Reporting Open Purchase Orders and Encumbrance Balances for State Funds		
17-503	Reimbursement to Employees for Damaged Clothing and Related Items Caused by Individuals Receiving Services		
<b>Policy #</b>	<b>CHAPTER-18</b> Communications and Media Relations	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. Communications</b>			
18-100	Purpose, Scope, Roles, and Responsibilities of DBHDD's Office of Public Affairs		
18-101	Branding, Style, and Logo Use		Yes
18-103	Handling of Mail and Packages Across the DBHDD Enterprise		
18-104	Communication of DBHDD Information via Social Media		
18-105	Requests from Media Sources to DBHDD Staff for Comments or Information		
18-106	DBHDD Written Communications to Elected Officials and Staff		
18-107	Requests for Letters of Support		Yes
<b>Policy #</b>	<b>CHAPTER-19</b> Public Affairs	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. Complaints</b>			
19-101	Complaints and Grievances Regarding Community Services		Yes
<b>Policy #</b>	<b>CHAPTER-20</b> Facilities and Property Management	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. Support Services</b>			
20-101	Preparing for Active Shooter at DBHDD State Office (2 Peachtree St) and Regional Field Offices		
20-104	Disaster Operations for State and Regional Field Offices During All Phases of a Disaster		
<b>B. Space Management and Leasing</b>			
20-201	Tobacco-Free and Smoke-Free Environment in DBHDD Facilities		
<b>C. Personal Property Management</b>			
20-300	Personal Property Management and Building & Capital Improvements		
20-301	Personal Property Acquisition & Accountability		
20-302	Damaged or Stolen Property		
20-303	Disposition of Personal Property		
<b>D. Real Property</b>			
20-102	Tornado Planning at DBHDD State Office (2 Peachtree St)		
20-103	Continuity of Operations Planning (COOP) at DBHDD State Office (Two Peachtree Street)		
20-402	Processing of Real Property Transactions		
20-403	Naming or Renaming of a Building, Facility, Structure or Cemetery, etc,		
20-404	Use of DBHDD Facilities by Outside Groups		
<b>Policy #</b>	<b>CHAPTER-21</b> Procurement and Contracts	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. Procurement</b>			
21-101	Financial and Reporting Requirements for Community Providers		Yes
21-102	Purchasing Card (P-Card) Process and Procedures		
21-103	Delegation of Authority to Execute Contracts		
<b>B. Contracts</b>			
21-201	Accounts Payable Contract Forms		
<b>Policy #</b>	<b>CHAPTER-22</b> Human Resources	<b>Updates</b>	<b>Applicable To Community Providers?</b>
<b>A. General Policies</b>			
22-101	Equal Employment Opportunity		
22-102	State of Georgia Sexual Harassment Prevention		
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 Organizational Units		
22-109	Notices Required to be Posted		
22-110	Preventing Workplace Violence		
22-111	Teleworking		
22-112	Retirement Celebrations		
<b>B. Job Analysis</b>			
22-201	Position Level Reduction		
<b>C. Unclassified Service</b>			
22-302	Movement from Classified to Unclassified Employment		
<b>D. Recruitment and Selection</b>			
22-401	Recruitment		
22-402	Selection		



22-403	Medical and Physical Examination Program (MAPEP)		
<b>E. Appointments</b>			
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		
<b>F. Records and References</b>			
22-601	Employment Information		
22-603	Official Personnel Files		
<b>G. Performance Evaluations</b>			
22-701	Performance Management Program (PMP)		
<b>H. Salary Compensation/Payroll</b>			
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		
<b>I. Benefits</b>			
22-901	Eligibility for Benefits		
22-902	Flexible Benefits		
22-903	Health Insurance		
22-904	Employee Behavioral Health Services		
<b>J. Leave/Holidays/Working Hours</b>			
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		
22-1020	Education Support Leave		
22-1021	Paid Parental Leave		
<b>K. Promotions/Demotions/Transfers</b>			
22-1101	Promotions		
22-1102	Demotions		
22-1103	Transfer of Employees		
<b>L. Standards of Employment</b>			
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		
22-1209	Staff Appearance and Dress		
<b>M. Drug Testing</b>			
22-1301	Drug-Free Workplace		
22-1302	Alcohol and Drug Testing Programs		
<b>N. Reserved for Future Use</b>			
<b>O. Dispute Resolution Procedures</b>			
22-1501	Grievance Procedure for Classified Employees		
22-1502	Complaint Resolution Procedure for Unclassified Employees		
22-1503	Unlawful Discrimination or Harassment Complaint Procedure		
22-1504	Process for Review of Written Reprimands		
<b>P. Disciplinary Actions/Separations</b>			
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		
<b>Q. Employee Injuries/Disabilities</b>			
22-1701	Workers' Compensation and Special Injury Return-to-Work Program		
22-1702	Leave and Payment for Workers' Compensation and Special Injury Claims		
22-1704	Americans with Disabilities Act		
<b>R. Other Employee Programs</b>			
22-1801	Charitable Contributions Program		
22-1802	Employees' Suggestion Program		
22-1803	Education and Training for DBHDD Employees		
<b>S. Separations/Reductions-in-Force</b>			
22-1901	Separations From Employment		
22-1902	Retirement		
22-1903	Unemployment Compensation		
22-1904	Involuntary Separation - Retirement Benefits		
22-1905	Staff Reduction		
<b>T. Licensure/Certification</b>			
22-2001	Professional Licensing of DBHDD Employees		
22-2002	Teacher Certification and Compensation		
Policy #	<b>CHAPTER-23</b> Information Management & Information Technology	Updates	Applicable To Community Providers?
<b>A. HIPAA Privacy and Security</b>			
23-000	HIPAA and Confidentiality - All Policies		
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 for Confidentiality Violations and Breaches		Yes
23-105	Rights of Individuals Regarding Their Confidential and Protected Health Information		Yes
23-106	Disclosure of Confidential and Protected Health Information		Yes
23-107	Confidentiality and HIPAA Practices Involving Business Associates		Yes
23-108	Faxing Protected Health Information (PHI)		Yes
23-109	Georgia Health Information Network (GaHIN)		
23-110	Authorization for Release of Information (ROI) Forms		
<b>B. Information Security Standards</b>			
23-200	Information Security Policies	REVISED	
23-201	Wireless Devices for DBHDD Staff		
23-205	Physical and Environmental Security to Prevent Unauthorized Disclosure of Information		
23-206	Sponsored Computer Software and Intellectual Property Rights		
23-208	Role-Based Access to Information Technology		
23-210	Systems Development and Maintenance to Ensure Information Security	REVISED	
23-211	Information Security Compliance Standards		
23-212	Email Use and Security		
23-213	Secure Disposal and Re-Use of Information Assets		
23-214	Use of Removal Storage Media	REVISED	
23-215	Use, Access, Dissemination, Storage, Protection, and Destruction of Criminal History Record Information	REVISED	
23-216	Expectation of Privacy When Using DBHDD Technology Devices	REVISED	
23-217	Information Security Awareness Training		
23-218	Password Structure		
23-219	Appropriate Use of Information Technology (IT) Resources		
23-221	Access to DBHDD Applications		
23-222	Review of Information Security Policies, Standards and Guidelines		
23-223	Information Security Incident Discovery and Reporting		
23-226	Continuous Vulnerability Management		
23-225	Waivers to DBHDD Security Policies, Standards and Guidelines		
23-227	Use of Cloud-Based Collaboration Platform		
23-228	Data and Asset Categorization and Impact Levels	REVISED	
23-229	Individual Use Agreement		
23-230	Sensitive Data Breach Response and Reporting		
23-231	User Provisioning and Deprovisioning		
23-232	Least Functionality		
23-233	Penetration Testing		
23-234	Information System Account Management		
23-235	External Providers of Information System Applications and Services		
23-236	Software Usage Restrictions		
23-237	Maintenance of Information Technology Assets		
23-238	Information Technology Flaw Remediation		
23-239	Inventory and Control of IT Hardware Assets		
23-240	Information Technology System Security Plans		
23-241	Inventory and Control of Software Assets		
23-242	Secure Configuration of Hardware and Software		
<b>C. IT Governance</b>			
23-301	Process for Requesting Changes to Existing IT Applications		
23-302	Data Governance		
<b>D. Technology Service Standards</b>			
<b>E. Records Management</b>			
23-501	Records Management		
Policy #	CHAPTER-24 Legal Services	Updates	Applicable To Community Providers?
<b>A. Legal Services</b>			
24-101	Access to Public Records Pursuant to the Georgia Open Records Act		
24-102	Open and Public Meetings		
24-103	Patients' Rights and Clients' Rights		Yes
24-105	Responding to Legal Documents and Responding to Outside Attorneys		
24-106	Legal Status for DBHDD Hospitals	REVISED	
24-107	Legal Status for Intellectually Disabled Individuals in DBHDD Hospitals		Yes
24-109	Verification of Lawful Presence in United States for Individuals Seeking Services and Related Discharge Procedures		Yes
Policy #	CHAPTER-25 Protection of Human Subjects	Updates	Applicable To Community Providers?
<b>A. Protection of Human Subjects</b>			
25-101	Research, Protection of Human Subjects, and Institutional Review Board (IRB)		Yes
25-102	Submission, Approval, and Oversight of Research Projects using DBHDD Datasets		
Policy #	CHAPTER-26 State Automobile, Liability and Property Insurance	Updates	Applicable To Community Providers?
26-101	State Automobile, Liability and Property Insurance Services		
Policy #	CHAPTER-27 Transportation	Updates	Applicable To Community Providers?
<b>A. Coordinated Transportation System</b>			
27-101	Transportation and Management of DBHDD Vehicles		