

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE
DIPATTAMENTON SALUT HINASSO YAN ABUSON AMOT
790 Gov. Carlos G. Camacho Road
Tamuning, Guam 96911

LISTING – POLICY AND PROCEDURES

1. Acute Medical Emergency Not Requiring Medication *Accuracy of Consumer Identification*
2. Administrative Review of Unescorted Privileges for Clients with Charges of Offenses Against a person
3. Admission to Adult Residential Facility (GUMA IFIL)
4. Admission to Departmental Services *→ ADM. to the Shelter Plus Care Program (Housing 1ST)*
5. Admission Physical Examination
6. AIDS Virus or HIV Positive
7. Annual Leave
8. Assessing Clients for Administration of Prolixin Injections
9. Authorization for Services at GMH (Form)
10. Auxiliary Fund

11. Behavior Therapy
12. Behavioral Health
13. Building and Grounds Safety
14. Burglaries, Thefts, or Break-Ins of the Building

15. Cardio-Pulmonary Resuscitation
16. Case Management Branch
17. Central Files
18. Chart Deficiency Notice
19. Chemical Dependency in the Workplace
20. Client Care Flow Sheet of Daily Activities
21. Client Crisis Management Assignment
22. Client Medication Teaching
23. Client on Unauthorized Absence from Treatment (AWOL)
Investigation of Escape(AWOL)/Placement of Clients on Escape (AWOL)
24. Client's Rights
25. Client Staff Relations
26. Client Transitional Work Program
27. Clinical By-Laws of the Professional Staff
28. Clinical Records and Treatment Planning Process
29. Close Observations
30. Code of Ethics
31. Communications
32. Computer Use and Maintenance
33. Confidentiality of Health Records Act
34. Confidentiality of Personnel Information
35. Confidentiality of Personnel Records

36. Contract of Confidentiality
37. Consent to Disclose Consumer Information
38. Consent to Release Confidential Information
39. Consumer Records
40. Consumer Records, Organization, Format and Documentation
41. Consumer Responsibilities and Form
42. Consumer Rights and Form
43. Client-Staff Relations *— correction of Errors*
44. Compensatory Time Worked (CTW)
45. Consumer's Procedures for Grievance
46. Content and Format Instructions
47. Contracts for Technical/Training Assistance
48. Controlled Substances
49. Court Ordered Clients (Forensic Cases)
50. Crisis Hotline
51. Criteria for Admission to the Inpatient Branch

52. Day Treatment (DTS)
53. Death of Consumer
54. Department Vehicles
55. Departmental Closure of Consumer Records
56. Detoxification
57. Discharge from Departmental Services and Form
58. Disposal of Used Syringes and Needles
59. Dress Code and General Decor
60. Drug Free Workplace
61. Duty to Warn

62. Emergency Services/Protocol
63. Emergency Use of Voice Paging System
64. Employee Assistance Program
65. Employee Recognition Program *— Employee Grievance Procedure*
66. Employee Safety Equipment
67. Employee Separation Clearance

68. Family Therapy
69. Financial Management of Clients' Monies (Assets)
70. Fire Emergency Plan and Map
71. Flex Time
72. Functional Safety and Sanitation

73. Governing Body By-Laws

74. Ground Maintenance/Landscaping
75. Guidelines for General Chart Review
76. Guma Ifil Client Visitation Procedures
77. Guma Ifil Upkeep

78. Hand-washing
79. Hazardous Duty and Environmental Pay/Miscellaneous Information/Items
80. Housekeeping Services

81. Incident Report and Form
82. Individual Psychotherapy
83. Infection Control
84. Informed Consent to Treatment
85. Inpatient Admitting Privileges
86. Inpatient Branch Admission and Medication Order Form
87. Inpatient Branch Locks and Keys
88. Inpatient Daily Census
89. Inpatient Unit Scheduling Guidelines
90. Inservice Training
91. Intake
92. Intake Form (DMHSA Admission Demographic Data & Mental Status Examination)
93. Inter-Agency Case Review
94. Internal Service or Transfer and Form

95. Joint Commission on Accreditation of Health Care Organization (JCAHO)
96. *Late Entries*
Legal Status Flow Sheet
97. Levels of Psychiatric Emergency (Definitions)
98. Lock and Keys/Form (Department)

99. Management of the Suicidal Patient
100. Medical Record(s) Custody Receipt
101. Medical Records Monthly Report
102. Medical Records Unit Entry During Holidays/Weekends & After Normal Business Hours
103. Medication Administration Record Form
104. Medication Clinic
Medical Records Entry & Counter signatures
105. New Beginnings Admission/Transfers
106. Nonviolent Crisis Intervention
107. Non-Smoking
108. Nursing Assessment and Form

DMHSA: P&P Listing

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109. Organizational Chart
110. Organizational Statements and Chart
111. Orientation to Inpatient Unit
112. Orientation for Personnel and Form
113. Outside Employment

114. Parking
115. Pastoral Services
116. Patient Care After Death
117. Pediculosis
118. Personnel File
119. Personnel Records
120. Personnel Services
121. Pets
122. Pharmaceutical Services
123. Physician's Orders
124. Placement and Transition Into Therapeutic Foster Care (TFC)
125. Placement of Clients on Unauthorized Absence from Treatment
126. Policy and Procedure Format
127. Preference to Pregnant Women With Dependent Children
128. Prescribing and Administering Medications
129. Preventive Maintenance of Building and Equipment
130. Preventive Vehicle Maintenance and Request for Repairs
131. Professional Support Unit
132. Psychiatric Consultation/Suicide Evaluation
133. Psychiatric Emergency Assessment
134. Psychotropic Medication Therapy

- 135.. Quality Assurance

136. Recreation Therapy Program
137. Refrigerator Temperatures
138. Registration/Clinical/Discharge Record
139. Release of Consumer Records to Court
140. Release of Information
141. Reporting to Adult Protective Services (APS)
142. Reporting to Child Protective Services (CPS)
143. Request for Medical Records
144. Requesting Repairs by Maintenance
145. Requisitions and Purchase Orders
146. Research
147. Risk Management

147. Security
148. Selection of Minors for Therapeutic Foster Care
149. Sexual Harassment
150. Staff Scheduling Guidelines
151. Standards of Behavior for Clients
152. Stock Supply Inventory
153. Storage and Retention of Consumer Records
154. Student Interns
155. Suicide and No Harm Contract Form

156. Technical Assistance Contracts
157. Telephone Contacts with Clients and Collaterals
158. Telephone Inquiries About Clients
159. Telephone Inquiries About Clients from Other Official Government of Guam Dept.
160. Termination (Therapeutic)
161. Therapeutic Foster Care Parenting Responsibilities In Emergencies
162. Therapeutic Foster Care Parent Selection
163. Therapeutic Physical Plan Environment
164. Traffic Rules
165. Training – Allocation of Resources
166. Training/Continuing Education
167. Transfer of a Body to the Morgue
168. Travel Authorizations
169. Treatment Plans
170. Treatment Team
171. Typhoon

172. Use of Seclusion and Mechanical Restraints
173. Utilization Review Plan

174. Verbal Intervention with an Aggressive Client
175. Volunteer Service
Zero Tolerance
176. Weapons Management

177. 24-Hour Holding Bed Admission/Discharge