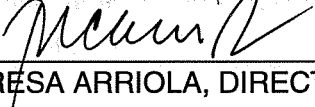


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Policy Content and Format	POLICY NO: AD-ORG-02	Page 1 of 5
RESPONSIBILITY: Regulatory Affairs/Compliance		
APPROVED BY:  THERESA ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 11/16/1990	
	LAST REVIEWED/REVISED: JUN 21 2019	

PURPOSE:

To establish a format for writing of policies and procedures, for the Guam Behavioral Health and Wellness Center (GBHWC). To provide uniformity of format within the GBHWC Policy and Procedures Manual, outline its contents that will serve as a guide for all committees, divisions and branches in developing their policy and procedures manual.

POLICY:

- A. GBHWC shall adopt a policy and procedure statements format outlined in this document. All Department Branches and Programs shall use the following format for writing policies and procedures (reference Attachment I).
- B. GBHWC shall have a designated policy manager who will be the resident expert for the policy management system, maintaining policies and procedures within the organization, checking all policies follows the format, and assigns policy codes to new and or revised updated policies.
- C. All divisions and branches shall maintain their own policy and procedure manual that follows the format set forth in this policy.

RESPONSIBILITIES:

- A. Policy Manager
 - 1. Organizes, lists, and indexes all policies in the electronic policy repository following a coding system that follows the organization structure, function and chart.
 - 2. Maintains and distributes policies, procedures and forms; compiling policy data.
 - 3. Keeps track of policies that are due for review and or update.
 - 4. Sends out reminders to committees, sections or individuals who are responsible for the review and update of the policy.
 - 5. Checks and reviews policy if it follows the standardized format.
 - 6. Assigns policy codes to new and/or revised, updated policies.

PROCEDURE:

To simplify its use, the policy manual has two main categories and several subsections within the categories that follow the Commission on Accreditation for Rehabilitation Facilities (CARF) standard manual sections. The categories and subcategories are coded in the following manner:

- A. Administration: Code “AD” – This section deals with policies not directly involved with clinical program delivery systems and the function of the clinical program operations but are relevant to support functions.

Section	Administrative Code	Policy Number: Policy are coded as
Leadership	AD-ORG	AD-ORG -01 to 100
Financial Management	AD-FM	AD-FM -01 to 100
Quality Management	AD-QM	AD-QM -01 to 100
Risk Management	AD-RM	AD-RM -01 to -100
Health and Safety	AD-HS	AD-HS -01 to -100
Human Resources	AD-HR	AD-HR -01 to 100
Technology/MIS	AD-MIS	AD-MIS -01 to -100
Facility Operations	AD-FO	AD-FO -01 to 100
Medical Records	AD-MR	AD-MR -01 to 100
Pharmacy	AD-PHARMA	AD-Pharma-01 to -100
Clinical Services	AD-CL	AD-CL-01 to -100
Prevention and Training Branch	AD-PEACE	AD-PEACE -01 to -100
Patient Affairs	AD-PA	AD-PA -01 to -100
Professional Support Services	AD-PSS	AD-PSS -01 to 100

- B. Clinical Services: Code “CL” – This section deals with policies and procedures covering services and operations directly involved within the Clinical Services Division.

Section	Clinical Program Code	Policy Number
Applicable to all programs	CL-AP	CL-AP- 01 to 100
CASD	CL-CASD	CL-CASD- 01 to 100
Adult MH Outpatient	CL-AMHOP	CL-AMHOP- 01 to 100
Drug & Alcohol	CL-DA	CL-DA- 01 to 100
Healing Hearts	CL-HH	CL-HH- 01 to 100
Residential Recovery Program	CL-RRP	CL-RRP- 01 to 100
Day Treatment Program	CL-DTP	CL-DTP- 01 to 100
Crisis Stabilization	CL-CSU	CL-CSU- 01 to 100
Adult Inpatient Unit	CL-AIU	CL-AIU- 01 to 100
Child Inpatient Unit	CL-CIU	CL-CIU- 01 to 100
Project Tulaika	CL-HTPT	CL-HTPT- 01 to 100
SERENITY	CL-CASD-RP	CL-CASD RP- 01 to 100
Professional Support	CL-PSS	CL-PSS- 01 to 100

REFERENCE(S):

RELATED POLICY (IES):

SUPERSEDES: Policy and Procedures Format 11/16/1990, Marilyn Wingfield, Director of Mental Health and Substance Abuse

REVIEW DATE(S):

ATTACHMENT(S):

Attachment I: Policy and Procedure Template

Attachment II: Formatting Instructions

ATTACHMENT I

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Policy Title	POLICY NO:	Page: 1 of 1
RESPONSIBILITY: Program, Section, Center-wide		
APPROVED BY: _____ DIRECTOR	DATE OF ORIGINAL APPROVAL:	
	LAST REVIEWED/REVISED:	

PURPOSE:

A brief statement describing the reason the policy is being enacted.

POLICY:

A policy is a general statement describing a consistent course of action to be followed in order to attain a desired outcome or goal. This should be brief statement regarding the Guam Behavioral Health and Wellness Center's policy on the subject matter without a complete, detailed explanation of responsibilities or procedures.

DEFINITIONS:

Definition: A descriptive statement for terms used in the policy or procedure that may not be clearly understood by the reader. Underline the term being defined.

RESPONSIBILITIES:

List persons or positions, that are primarily responsible for key aspects of the policy. Specify who is responsible for carrying out each requirement of the policy.

PROCEDURE:

A Procedure is the specific methods employed to express policies in action in day-to-day operations of the organization.

A. UNDERLINE/CAPS

1. Upper/lower case
 - a. Upper/lower case
 - i. Upper/lower case

REFERENCE(S):

List applicable statutes, regulations, standards or sources of information used to develop the policy.

RELATED POLICY (IES):

List all policies referred within policy or are related to this particular policy. When one of the policies listed in this section is updated, all the policies shall be reviewed to ensure currency.

SUPERSEDES:

Identification by number, title, and manual it is found in and effective date of any policy replaced by this policy.

REVIEW DATE(S):

ATTACHMENT(S):

ATTACHMENT II

I. A BRIEF LISTING OF FORMS OR OTHER DOCUMENTS RELATING TO THE POLICY

Additional Formatting Instructions		
Page Set Up	Margins	Top: 0.5"
		Bottom: 0.5"
		Left 1"
		Right 1"
	Paper	Letter, "8.5 x 11"
	Layout	Select "Different first Page" Header 0.5" Beginning on 2nd Page "policy #" Page x of y
Font	Type	Arial
	Size	11 point



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Policy Content and Format

Policy No: AD-ORG-02

Initiated by: Cydsel Toledo

Date	Signature
6/3/2019	
	Cydsel Toledo Quality Improvement Coordinator
Date	Signature
6/3/2019	
	Debbie Paulino Administrative Officer
Date	Signature
6/13/2019	
	Maelei Sampson Human Resources
Date	Signature
6/4/2019	
	Alfred Garrido Health & Safety Officer
Date	Signature
7/9/2019	
	Joseph Baza Computer System Analyst II
Date	Signature
6/5/2019	
	Dr. Ariel Ismael Medical Director
Date	Signature
6-5-19	
	Dr. Mary Fegurur Psychologist
Date	Signature
6/20/2019	
	Reina Sanchez Clinical Administrator



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Date	Signature
6.3.19	
	Annie Urpingco CASD Administrator
Date	Signature
	Jeremy Lloyd-Taitano, RN Acting Nurse Administrator
Date	Signature
6/3/19	
	Shermalin Pineda Program Manager-RRP
Date	Signature
06/19/2019	
	Maria Theresa Aguon Program Manager-Healing Hearts
Date	Signature
6/3/19	
	Helen Onedera Project Director-Project Tulaika
Date	Signature
	Linda Flynn Program Coordinator IV, Prevention & Training Supervisor
Date	Signature
6/3/19	
	Athena Duenas Drug & Alcohol Program Supervisor
Date	Signature
6/3/19	
	Sylvia Quinata Adult Counseling Supervisor
Date	Signature
6/19/19	
	Marilyn Miral Community Support Services Supervisor
Date	Signature
7/1/19	
	Carissa Pangelinan Deputy Director