

County of San Bernardino
Department of Behavioral Health
Office of Compliance

January 9, 2012

Listed below are recently or soon-to-be-posted Information Notices and Interim Instruction Notices in addition to Policies and Procedures (PPs) for the Standard Practice Manual (SPM).*

Newly Posted Information Notices

None

New and Revised Forms**

None

Publications

- [Did You Know flyer 11-05](#)
- [Did You Know flyer 11-06](#)
Web Blast sent out 12/29/2011

Newly Posted Policies and Procedures to Date

- SFT7032: [Interagency Communication of Unusual Events Procedure](#) *New!*

Policies and Procedures Pending Posting

None

Policies and Procedures Being Prepared for Director's Signature

None

Policies and Procedures in the Administrative Review Process

- Building Manager Manual
- CLK0706: PBM Database Procedure
- CLP0819: Tarasoff Policy
- CLP0819-1: Tarasoff Procedure
 - Name of Potential Victim letter template
 - Name of Potential Victim letter template -- Spanish
 - Law Enforcement Notification letter template
- COM0902: Summonses and Complaints and Subpoenas Policy
- COM0902-1: Summonses and Complaints and Subpoenas Procedure
- COM0922: Sound and Photographic Recordings Policy
 - Affidavit for Ethical Treatment of Protected Health Information form
- FOR9001: Adult Forensic Housing Policy
- IT5001: Procedures for Purchasing Computer Equipment
- IT5010: Multifunctional Devices Security and Compliance Policy
- IT5011: Use of Electronic Signature (eSignature) Policy
- IT5011-1: Use of Electronic Signature (eSignature) Procedure
- MDS2023: Medication Disposal Procedure
- SFT7010: Possession of a Weapon Policy
- SFT7010-1: Possession of a Weapon Procedure
- TRA8011: Behavioral Health Nursing Student Immersion Program

****Newly Posted Forms**

Please replace forms that have been printed or entered into a shared drive with the revised forms in the Posted list above.

New PP Requests

Please follow the SPM Business Operation Practices BOP3002: [Requests to Modify the Standard Practice Manual \(SPM\) Procedure](#) to request new PPs. Please contact Bobbie Luna at 382-3166 or Stephanie Reis at 382-3083 with any questions.

*This report will be sent electronically to Executive Management, Program Managers, Clinic Supervisors and ACBO members tomorrow morning; links are active only through the Intranet. It will also be posted on the Intranet and Internet sites where links are active for both. Administrative Reviews now include ACBO members, Administrative Managers, Clinic Supervisors and Supervising Office Specialists. **Please be sure to include these new releases in staff meetings/trainings.**

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Please Note: Subject Matter Experts (SME) please include clinical and administrative support staff input when submitting new PPs for review. If clinical and administrative support staff input is not obtained when submitting, the input must be received prior to sending for Administrative Review. It is recommended that input is received from at least two clinical locations and at least two clerical locations that would be affected by implementation of the policy/procedure.

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