

Department of Behavioral Health ANNOUNCEMENT



Compliance



Behavioral Health

Compliance Corner

Stay in-the-know, by reading below.

Newly Posted Departmental Policies, Procedures, and Forms

The following are newly posted departmental policies, procedures, notices, and forms from January through February.

Please review, as each DBH staff member is responsible for familiarization with department notices, policies, procedures, and forms. These items can be found on the DBH Website, under the "For Agencies" drop down menu in the section titled "Documents." You can locate each document by clicking the appropriate tab and typing the title or number into the search box on the right. You can also search by sorting the column titled "Name" (by clicking on it) and locating the document alphabetically.

Revised Policies and Procedures:

- BOP3030 Prepaid Cards Policy

- BOP3030-1 Prepaid Cards Procedure
- CLP0819 Duty to Protect Policy
- CLP0819-1 Duty to Protect Procedure
- SUDRS0228 Substance Use Disorder and Recovery Services Coordination of Care Policy
- SUDRS0228-1 Substance Use Disorder and Recovery Services Coordination of Care Procedure

New Forms:

- CLP063 Duty to Protect Intended Victim Letter
- CLP070 Specialty Crisis Note

Revised Forms:

- COM004 Notice of Privacy Practices and Acknowledgement of Receipt of Notice of Privacy Practices
- COM047 FFS Provider Conflict of Interest/Disclosures

For more information, contact Policy Management Unit by email or phone at DBHPMUquestions@dbh.sbcounty.gov or (909) 388-0879.

Newly Posted Departmental Policies, Procedures, and Forms

**Compliance
Updated Notice of Privacy Practices (NOPP)**

Our NOPP (COM004) has been updated. This important document explains how clients' health information may be used, shared, and accessed, and how clients can file complaints with the County, State, or Federal government.

Why It Matters - Understanding the NOPP helps you support clients in knowing and exercising their rights under federal and state law, ensuring we maintain the highest standards of privacy and care.

Click the link below to review the updated notice to stay informed and confidently support clients.

Notice of Privacy Practices

**Did You Know?
You Have a Duty to Protect**

Did you know that a psychotherapist has a duty to protect reasonably identifiable victim(s) of a DBH client's serious threat of physical violence communicated to the psychotherapist by a client or their family member?

Click the link below to review the updated Duty to Protect Policy and Procedure and learn the steps to take when a client makes a serious threat against a potential victim.

[Duty to Protect](#)

Compliance Protect Proacted Health Information (PHI): 18 HIPAA Identifiers You Should Know

The protection of health information belonging to our DBH members is the responsibility of all DBH workforce members.

How do we know what information must be safeguarded?

Click on the link below to access the HIPAA - PHI List of 18 Identifiers and Definitions.

Please print and keep it handy to help you identify any information that may have been compromised in the event a privacy violation occurs.

[HIPAA PHI List of 18 Identifiers](#)

Compliance Manage Prepaid Cards Safely: Updated Prepaid Cards Policy, Procedure & Associated Forms

The Prepaid Cards Policy (BOP3030), Procedure (BOP3030-1), and Internal Associated Forms (BOP007, BOP026, and BOP027) has been updated to align with the County Auditor-Controller/Treasure/Tax Collector (ATC) Internal Controls and Cash Manual.

These updates provide guidance for managing prepaid cards safely and efficiently, including:

- Properly documenting transactions;
- Distributing cards under required controls, and
- Steps required for recording and returning any undistributed cards

Click the link below to access the updated Prepaid Cards Policy and Procedure.
(The associated forms are **internal documents** available on the **Intranet**).

[Prepaid Cards Policy and Procedure](#)

Our job is to create a county in which those who reside and invest can prosper and achieve well-being.

www.SBCounty.gov/DBH

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