



Management of the Standard Practice Manual (SPM) Policy

Effective Date 07/01/1994
Revised Date 04/21/2026

Signed by:
Joshua Dugas
SAG205B2822A4CZ
Joshua Dugas, MBA, REHS, Acting Director

Policy It is the policy of the Department of Behavioral Health (DBH) to establish and maintain a process to organize, manage, and document the practices and regulations of the department within the Standard Practice Manual (SPM).

Purpose To provide instruction for the development, management, organization, maintenance and retention of DBH policies, procedures, Information Notices (IN's), Interim Instruction Notices (IIN's), forms and protocols and to familiarize the DBH workforce with the process for requesting modifications to documents affiliated with the SPM.

Definition(s) **Information Notice:** A document created to share important and/or urgent information and instruction with the DBH workforce that will not lead to a policy or procedure.

Interim Instruction Notice: A temporary communication mechanism used to share important and/or urgent information and instruction with the DBH workforce until a policy, procedure, protocol, or manual can be developed.

Policy: A required course of action in a specific situation or circumstance; often relates to existing laws, rules, and/or regulations.

Procedure: A sequence of steps and/or decisions to be taken/made to accomplish a specific task.

SPM Organization The SPM is the official source for the department's policies, procedures, IN's, IIN's, forms, and protocols. It contains documents addressing both department-wide and specific program or functional areas of focus.

The SPM is located at, <https://wp.sbcounty.gov/dbh/forms/> and is organized by tabs identifying the specific type of document. For example, the "Standard Practice Manual" tab houses all DBH policies and procedures.

To help maintain organization, documents in the SPM are numbered as follows:

- Policies, procedures, and forms: Numbered with a division-specific prefix followed by a sequential number.
- INs and IINs: Numbered by the year of creation, followed by a sequential number.

Continued on next page

Management of the Standard Practice Manual (SPM) Policy,

Continued

SPM Organization, continued

The DBH Office of Compliance (Compliance) manages the format and content of the SPM. The process for posting and publicizing new or amended documents submitted by the DBH workforce is outlined in the **Requests to Modify the SPM Procedure (BOP3001-1)**.

Routine SPM Document Review

Program Managers, Division Managers, or designees shall review their program or divisions' policies, procedures, forms, and manuals and submit requests for development or modification:

- Once every three (3) years, or
- More frequently, as appropriate, based on changes in state or federal laws, regulations, contracts, or practices.

The triannual review process serves as an internal control practice used to ensure the accuracy and current status of DBH SPM documents. It is the responsibility of Program Managers, with oversight by the Office of Compliance, to ensure that all policies and procedures in their respective programs are current and revised as necessary.

Related Policy or Procedure

[DBH Standard Practice Manual and Departmental Forms:](#)

- [Standard Practice Manual Request Form \(BOP013\)](#)
 - [Requests to Modify the SPM Procedure \(BOP3001-1\)](#)
-