

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 March through April.

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:

- BOP3001 Management of the Standard Practice Manual (SPM) Policy

- BOP3001-1 Requests to Modify the Standard Practice Manual (SPM) Procedure
- SFT7010 Possession of a Weapon Policy
- SFT7010-1 Possession of a Weapon Procedure

Revised Forms:

- COM021 Access to Medical Records Request
- COM042 Privacy and Security Incident Reporting Form
- SUDRS003_E Notice of Personal Rights/Civil Rights

Interim Instruction Notices:

- IIN 25-001 Guidance on the Use of GAI Tools

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

**Updates to the Standard Practice Manual (SPM) Process
What You Need to Know**

The Office of Compliance (Compliance) – *Policy Management*, has updated the following documents:

- Management of the Standard Practice Manual (SPM) Policy (BOP3001)
- Management of the Standard Practice Manual (SPM) Procedure (BOP3001-1)
- Standard Practice Manual Request Form (BOP013)

These documents apply to requests for the creation or revision of policies, procedures, forms, or notices, within the DBH SPM, as well as applicable documents on the DBH intranet.

Additionally, Compliance's internal flowcharts have been updated to reflect the request/review/approval/posting process, including Subject Matter Expert (SME) role and respective Executive approval, timeframes, etc. Internal flowcharts are available upon leadership request.

Please review the updated policy, procedure, and form for full guidance below.

Standard Practice Manual

CalAIM Coding/Documentation/IT/Revenue Cycle Updates

Please see the recently updated CalAIM Coding/Documentation/IT/Revenue Cycle Updates, which briefly outlines updates to Department of Health Care Services' (DHCS) Specialty Mental Health Services (SMHS) and Drug Medi-Cal Organized Delivery System (DMC-ODS) Service Tables. Updates start on page twelve (12) and reflect DHCS 3.1 version changes and System Change Schedules that apply to DBH services.

[CaAIM Coding/Documentation/IT/Revenue Cycle Updates](#)

[DBH Mental Health Service Table](#)

Please see the recently updated DBH MH Service Table (FY25-26), which outlines allowable CPT/HCPCS codes for Mental Health services.

Updates reflect minimum/maximum times, allowable modifiers, place of service, dependent on and supplemental codes.

[DBH Mental Health Service Table](#)

[Subpoena Received or Presented? What You Need to Know](#)

Did you know a subpoena is a legal summons that may require an individual or DBH Custodian of Records to appear in court? If a process server presents a subpoena, DBH staff must not accept service on behalf of another person (if a specific employee is named) and should instead direct the process server to the appropriate person and/or work location for proper service directly to the named individual. General subpoenas addressed to “DBH/Clinic/Program” or “Custodian of Records” or “Medical Records”, are to be directed to DBH Medical Records for processing.

Click the link below for additional guidance.

[Subpoena Did You Know](#)

[AI Tools in the Workplace: Interim Guidance](#)

As the Department begins using Generative Artificial Intelligence (GAI) tools, the DBH workforce and Community-Based Organizations (CBOs) must use these technologies responsibly, securely, and in adherence with County guidance, professional standards, and applicable laws.

A Countywide policy is in development and DBH is in the process of evaluating AI use within a secure electronic health record (EHR) system, however in the meantime, this Interim Information Notice (IIN) provides guidance on the use of GAI tools.

To learn more, click the link below.

[IIN 25-001 Guidance on the Use of GAI Tools](#)

[Coming Soon: Updated Authorization Form](#)

DBH will release a revised Authorization for Use and Disclosure of PHI form to align with DHCS requirements, effective July 1, 2026. Please watch for additional guidance and be prepared to begin using the new form when it becomes available.

Department of Behavioral Health - WEBMASTER
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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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