

Department of Behavioral Health ANNOUNCEMENT



Compliance
June 2026



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 May through June.

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.

New Policies and Procedures:

- BOP3054 Letters of Support Policy
- BOP3054-1 Letters of Support Procedure
- SFT7035 Utility Outage Policy
- SFT7035-1 Utility Outage Procedure

Revised Policies and Procedures:

- COM0914 Code of Conduct Policy
- HR4016 Dress and Grooming Policy
- HR4025 Overtime Procedure
- MDS2025 Clinical Practice Guideline: Clozapine

New Forms:

- BOP043 Letter of Support Cover Sheet

Revised Forms:

- CLP029 Caregiver's Authorization Affidavit
- CLP056 Mobile Crisis Assessment Tool (MCAT)
- COM003 Code of Conduct
- COM039 Electronic Signature Agreement and E-Signature and Provider Signature List
- MDS024 Clozaril Side Effect Checklist

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

New Policy and Procedure:

Letters of Support Policy (BOP3054) and Procedure (BOP3054-1)

The new Letters of Support Policy and Procedure have been created to assist DBH leadership in addressing the requirements for providing letters of support to organizations who are requesting said support for grant funding requests and/or any other related purposes. The documents, along with the Letter of Support Cover Sheet (BOP043), are located on the DBH website in the Standard Practice Manual for reference and adherence. Note, leadership will be responsible for communicating the final/approval letter of support to the respective requestor(s).

Letters of Support Policy (BOP3054) /Procedure (BOP3054-1)

**Your Commitment Matters
Updated Code of Conduct (COM003)**

The DBH Code of Conduct (COM003) has been updated and is now available on the DBH Compliance webpage and in the DBH Standard Practice Manual. The DBH Code outlines the legal and ethical standards expected of all workforce members and reinforces our commitment to integrity, accountability, and quality care. All staff are required to comply with applicable laws, regulations, and DBH/County policies, and acknowledge understanding of the Code at hire and annually thereafter.

Code Of Conduct (COM003)

Updated Dress and Grooming Policy (HR4016)

The DBH Dress and Grooming Policy (HR4016) has been updated and is now available in the DBH Standard Practice Manual. The DBH Dress and Grooming Policy details the expectations for all workforce members and reinforces our commitment to a professional and respectful work environment. All staff shall comply with the updated Dress and Grooming Policy.

Dress and Grooming Policy (HR4016)

What DBH Activity and Protected Health Information is Governed Under 42 CFR Part 2?

DBH Compliance Privacy Officer is currently formulating a Department framework for reference by all staff to help provide clarity whether certain program activities and protected health information (PHI) is governed under 42 CFR Part 2. **At this time, DBH staff are advised that any treatment activity and PHI created by a mental health program within DBH, is not governed under 42 CFR Part 2.** This includes all programs that are not under the oversight of DBH Substance Use Disorder and Recovery Services (SUDRS) and not originally recorded on the SUD side of MyAvatar. See [DBH Confidentiality, Privacy and Security Training](#) and [FAQs](#) for reference.

Reminder: 2026 Annual Acknowledgement Forms Due July 6, 2026

All DBH staff are required to complete their 2026 Annual Acknowledgement Forms and submit them to their direct supervisor no later than close of business on **Monday, July 6, 2026.**

Required Forms

- Code of Conduct Acknowledgement (COM033)
- Oath of Confidentiality (COM027)
- Conflict of Interest Disclosure Statement (COM020)

What Staff Need to Do

- Complete all required Annual Acknowledgement Forms.
- Submit the completed forms to your direct supervisor for review and signature.

What Supervisors Need to Do

- Review forms for completeness and accuracy.
- Sign the completed forms.
- Email the signed forms to: Payroll: dbh-annualforms@dbh.sbcounty.gov and Office of Compliance: dbh-required-acknowledgements-disclosures@dbh.sbcounty.gov.

Update: Revised Authorization Form Coming January 2027

DBH The California Department of Health Care Services (DHCS) has extended the implementation timeline for the Authorization for Use and Disclosure of Protected Health Information (PHI) form.

To align with DHCS requirements, DBH will implement the revised Authorization Form in January 2027.

Please watch for additional guidance and implementation instructions when the new form becomes available.

Department of Behavioral Health - WEBMASTER
(909) 386-9730

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

www.SBCounty.gov/DBH

County of San Bernardino Confidentiality Notice: This communication contains confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication, you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.