

Department of Behavioral Health ANNOUNCEMENT



Compliance

May 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 April through May.

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:

- SFT7035 Utility Outage Policy
- SFT7035-1 Utility Outage Procedure

Revised Policies and Procedures:

- BOP3001 Management of the Standard Practice Manual (SPM) Policy
- BOP3001-1 Requests to Modify the Standard Practice Manual (SPM) Procedure
- HR4025 Overtime Procedure
- MDS2025 Clinical Practice Guideline: Clozapine
- SFT7010 Possession of a Weapon Policy
- SFT7010-1 Possession of a Weapon Procedure

Revised Forms:

- CLP056 Mobile Crisis Assessment Tool (MCAT)
- COM003 Code of Conduct
- MDS024 Clozaril Side Effect Checklist
- 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**Your Commitment Matters
Updated Code of Conduct (COM003)**

The 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 of Conduct 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)**Did You Know?
Department of Health Care Services (DHCS) Updates Impacting
Disciplines/Taxonomy Codes and HCPCS/CPT Codes**

Did you know that DHCS releases updates to SMHS and DMC-ODS Medi-Cal Billing Manuals and Service Tables on an ongoing basis? These updates are often communicated to

counties several months after the effective date. This requires Compliance to review how the changes impact existing guidance, and work collaboratively with DBH IT, Revenue Cycle, Quality Management, and other programs, to ensure appropriate actions are taken.

Click the link below to access the Did You Know?

[Discipline/Taxonomy Updates](#)

Certified and Uncertified Peer Support Specialist (also referred to as Peer and Family Advocate)

Please see the previously posted policy/procedure and job aid below.

- Peer and Family Advocate – Certified and Uncertified Policy ([CLP0845](#))
 - Peer and Family Advocate Certification Procedure ([CLP0845-1](#))

[Job Aid](#) – Certified and Uncertified Peer Support (Mental Health & Substance Use Disorder)

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.



Celebrating One Year of Compliance Corner

We have officially reached our first anniversary! Thank you for taking the time each month to stay informed and connected with Compliance updates across our organization.

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

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