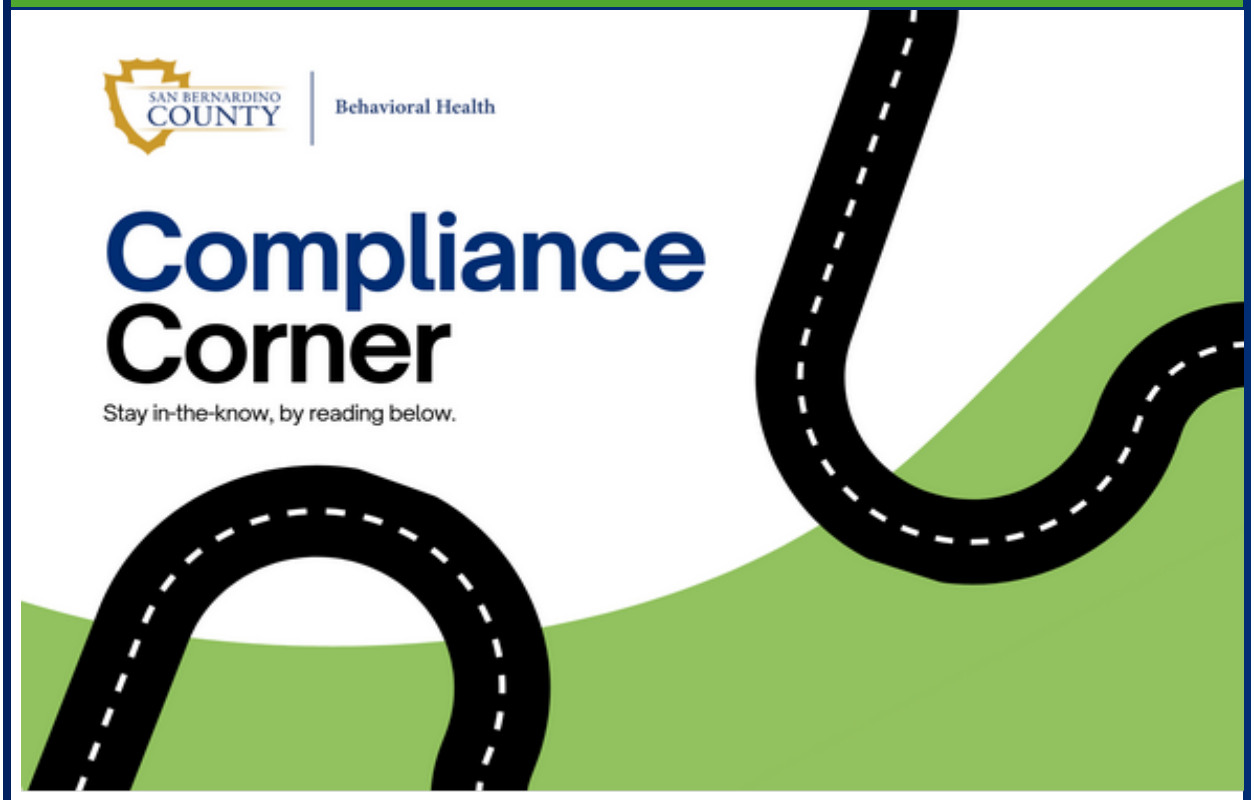
Department of Behavioral Health
ANNOUNCEMENT

Compliance
October 2026



Newly Posted Departmental Policies, Procedures, and Forms

The following are newly posted departmental policies, procedures, notices, and forms from September through October.

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:

- QM6061 Authorization of Psychiatric Inpatient Hospitalization Policy
- QM6061-1 Authorization of Psychiatric Inpatient Hospitalization Procedure

Revised Policies and Procedures:

- BOP3012 Travel Approval and Expense Reimbursement Policy
- BOP3012-1 Travel Approval and Expense Reimbursement Procedure
- SUDRS0209 Charitable Choice Procedure

New Forms:

- COM049 Coding Division Inquiry Form
- SFT050 Bomb Threat 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

Form Highlight: Privacy and Security Incident Reporting Form (COM042)

DBH's Privacy and Security Incident Reporting (PSIR) Form (COM042) has been updated to help ensure all essential information is captured when reporting privacy and security incidents. These updates support effective incident assessment, investigation, and mitigation.

When completing the form, provide as much detail as possible to help the Privacy team assess the incident, determine appropriate next steps, and support timely mitigation.

Once completed, submit the form to Privacy for review and follow-up at DBH-PrivacyIncidents@dbh.sbcounty.gov. For additional guidance, refer to the Privacy Incident Policy (**COM0944**).

Please access forms and policies directly through the DBH website rather than using saved or bookmarked links to ensure you are referencing the most current versions.

Privacy and Security Incident Reporting Form (COM042)

Updated DBH Discipline/Taxonomy Codes List

The DBH Mental Health (MH) and Substance Use Disorder (SUD) Discipline/Taxonomy Codes List has been updated to include Mental Health Specialist and Social Worker II as allowable disciplines for SUD services.

Click below to view the revised Discipline/Taxonomy Codes List.

DBH Discipline/Taxonomy Codes List

Law & Ethics and Recently Passed Legislation

This is a friendly reminder to DBH workforce members who may have attended the *Law and Ethics* training last week that any forms or materials provided during the training are intended for informational purposes only. For DBH operations, please use the official documents and forms published by DBH.

Please continue to monitor future Compliance Corner announcements for updates to policies, procedures, information notices, and other published guidance, including changes resulting from recently enacted legislation

Did You Know?
All DBH Contractors are required to have a DBH-approved Compliance Plan and Code of Conduct on file

Contractors, if your agency has not yet submitted these documents for approval or formally requested to adopt DBH's Compliance Plan and Code of Conduct, it's time to take action.

Send an email to: DBHComplianceContractMonitoring@dbh.sbcounty.gov with one of the following:

- **Option 1**: A copy of your agency's Compliance Plan and/or Code of Conduct for DBH review and approval.
- **Option 2**: A written statement confirming your agency's intent to adopt and comply with DBH's Compliance Plan and/or Code of Conduct.

To maintain compliance, ensure your agency has completed all applicable steps outlined above and retains the appropriate DBH approval or adoption letter on file.

Update: Authorization Form Availability

The Authorization to Share Confidential Member Information (ASCMI) Initiative is a statewide effort to promote and standardize the secure exchange of clients' sensitive information, including certain physical health, behavioral health, and human and social services information (HSSI), among Care Partners such as providers, health plans, county agencies, and social services organizations. The ASCMI Form is a standardized tool designed to help address longstanding barriers to the secure and appropriate sharing of clients' sensitive information.

To align with DHCS requirements, DBH will implement the ASCMI Form in January 2027. Guidance and implementation instructions are forthcoming. Compliance will share additional information and resources as they become available.

Please continue to monitor Compliance Corner for updates and implementation information.

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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