

Department of Behavioral Health ANNOUNCEMENT



Compliance
September 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 August through September.

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:

- IT5013 DBH-IT Maintenance Policy
- QM6061 Authorization of Psychiatric Inpatient Hospitalization Policy
- QM6061-1 Authorization of Psychiatric Inpatient Hospitalization Procedure
- SFT7036 Emergency Response Codes Policy

Revised Policies and Procedures:

- BOP3012 Travel Approval and Expense Reimbursement Policy
- BOP3012-1 Travel Approval and Expense Reimbursement Procedure
- BOP3045 Web Blast Policy
- BOP3045-1 Web Blast Procedure
- SFT7012 Electrical Safety Policy

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

Policy Highlight: HR4025 Overtime Procedure

DBH's Overtime Procedure (HR4025) exists to ensure overtime is used appropriately, justified, and accurately documented. All overtime must be pre-approved when possible, tied to legitimate operational need, and recorded with full accuracy. Supervisors and Managers are responsible for verifying the fidelity of all eTime entries, including overtime, to prevent inaccurate, unapproved, or unjustified reporting. Maintaining strict adherence to these requirements protects the integrity of our processes, supports fair workload management, and ensured compliance with County and departmental standards.

Overtime Procedure (HR4025)

DBH SUD Service Table

Please see the newly developed DBH SUD Service Table (FY 26-27), which outlines allowable CPT/HCPCS codes for SUD services. The DBH SUD Service Table reflects FY 26-27 DHCS DMC-ODS service table guidance.

DBH SUD Service Table (FY 26-27)

2026 ICD-10 Diagnosis Code Updates

Annual ICD-10 Diagnosis Code revisions become effective 10/01/26.
All service providers must ensure updated changes are properly implemented, to prevent errors or denied claims.

ICD-10 Diagnosis Code Updates

Updated Compliance Hotline Flyer

Please see the Compliance Hotline Flyer containing DBH Office of Compliance information for reporting actual or suspected fraud, waste or abuse and/or privacy incidents or potential breaches. It is intended that staff have the flyer readily available for reporting violations if needed, as well as each facility to have the flyer posted in common employee areas.

**See DBH Fraud, Waste Abuse Policy ([COM0927](#)) and Privacy Incident Policy ([COM0944](#))*

Compliance Hotline Flyer

Record Retention Practices

County Board of Supervisors approves all County departments' Records Retention Schedules. Each department has a designated Records Management Coordinator, and DBH's designated Coordinator *and* Back-up are within Compliance. Please refer to DBH Record Retention Policy ([COM0962](#)), and be advised for medical records retention requirements, DBH Retention of Medical Records Policy ([COM0906](#)) is the primary point of reference.

Electronic Health Record (EHR) and Electronic Signature (E-Signature) Approval is Required

Per DBH contract requirements, contractors may not implement or use an EHR system and/or E-Signature functionality without prior written approval from DBH.

Contractors seeking to implement or use EHR or E-Signature functionality must submit a request for review and approval to DBHComplianceContractMonitoring@dbh.sbcounty.gov prior to implementation or use.

Contractor Compliance Workshop

Join the Office of Compliance, Contract Monitoring and Technical Assistance (CM & TA) team for an informative virtual workshop designed to provide DBH Contractors with a clearer understanding of key compliance requirements included in their contracts and monitored during CM & TA compliance reviews.

Multiple Dates Available

The same workshop will be offered on multiple dates to provide scheduling flexibility:

- Wednesday, November 4, 2026, 2 PM - 4 PM

Join:

<https://teams.microsoft.com/meet/232849626479637?p=L7pbps8Ar9QJZ9REXJ>

- Thursday, November 5, 2026, 10 AM – 12 PM

Join: <https://teams.microsoft.com/meet/27253914591547?p=ageJQF5XsIV87oO5cv>

Can't make it in November? Stay tuned to Compliance Corner – 2027 workshop dates will be announced soon.

Update: Authorization Form Availability

The Authorization to Share Confidential Member Information (ASCM I) 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
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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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