

**CENTRAL STATE HOSPITAL
Policies/Procedures/Plans Index**

| 1. Management and Organization Central State Hospital Organizational Chart | | | |
|---|--|--------------------|-----------------------------------|
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 02-704 | Process for Enrolling, Matching and Monitoring Host Homes/Life-Sharing Sites for DBHDD Developmental Disabilities Community Service Providers http://gadbhdd.policystat.com | | |
| 02-803 | Health Risk Screening Tool (HRST) http://gadbhdd.policystat.com | | |
| 04-107 | Requests for Waivers of the Standards for DBHDD Services http://gadbhdd.policystat.com | | |
| 1.00 | Review/Establishment of CSH Policies/Procedures/Plans | 11/10 | 11/10 |
| 1.02 | External Communications Among the Division of Mental Health, Developmental Disabilities and Addictive Diseases (DMHDDAD), Regional Coordinators, Regional Hospitals and the Director of Regional Operations | 08/08 | 06/08 |
| 1.06 | Emergency Interpretative Services for the Hearing Impaired | 00/10 | 08/09 |
| 1.07 | Behavior Support | 03/09 | 08/08 |
| 1.09/1.09A | End of Life Policy and Procedure | 10/09 | 07/09 |
| 1.12 | Open Records Request Guidelines for Central State Hospital | 06/09 | 06/07 Reviewed 03/09 |
| 1.12A | Open Records Request | 06/09 | 06/07 |
| 1.13 | Computer Policies and Procedures | 10/09 | 07/09 |
| 1.30 | Staff Holdover Policy | 09/08 | 08/08 |

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| 2. Personnel | | | |
|------------------------|--|--------------------|---|
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 22-504 | Criminal History Record Checks for DBHDD Employees | | |
| 2.00 | Competency Assessment Plan | 07/06 | 05/05 |
| 2.01 | Hiring Salaries | 01/05 | 01/05 |
| 2.02 | Clinical Supervision | 12/10 | 10/10 |
| 2.03 | Notaries Public | 08/08 | 06/08 |
| 2.04 | Business Ethics-Conflict of Interest | 05/08 | 03/08 |
| 2.05 | Personal Appearance – Dress Code | 05/08 | 02/08 |
| 2.09 | Call-Ins | 10/09 | 07/09 |
| 2.13 | Position Actions | 08/08 | 04/08 |
| 2.16 | Employee Recognition Program | 03/08 | 02/08 |
| 2.19 | Compensation for Damaged/Destroyed Wearing Apparel | 08/08 | 04/08 |
| 2.20 | Temporary Reassignment of Staff Outside of Current Job | 09/08 | 06/08 |
| 2.21/2.21A | State Housing | 05/08 | 02/08 |
| 2.22/2.22A | Engagement of Consultants | 01/10 | 12/09 |
| 2.26 | Polygraph Examinations | 06/09 | 06/07 Reviewed 03/09 |
| 2.30 | Employee Assistance Referral Program | 03/09 | 03/09 |
| 2.31 | Employee Wellness and Sports Program | 09/08 | 08/08 |
| 2.38 | Employee Requests to be Excused from Client Care Duty | 01/08 | 01/08 |

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| 3. Administrative Functions and Services | | | |
|---|--|--------------------|-----------------------------------|
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 3.01 | Entertainment DVDs and Video Cassettes (NEW) | 03/08 | 02/08 |
| 3.02 | Forms Management | 05/08 | 02/08 |
| 3.03 | State Property Management | 01/10 | 05/08 |
| 3.04/3.04A | Utilization and Control of State-Owned Vehicles | 08/09 | 08/09 |
| 3.05/3.05A | Communications Service | 08/08 | 02/08 |
| 3.07 | Requesting Operating Materials/Supplies from General Warehouse Asset Account | 09/08 | 06/08 |
| 3.07A | Requesting Supplies from the General Warehouse | 09/08 | 06/08 |
| 3.08 | Moving Large Items of Office Equipment and/or Furniture | 08/08 | 06/08 |
| 3.09/3.09A | Employee Travel and Reimbursement for Travel | 05/10 | 07/09 |
| 17-501 | Travel Reimbursement for DBHDD Employees http://gadbhdd.policystat.com | | |
| 3.10/3.10A | Payment of Fees for Organizational Memberships | 08/08 | 04/08 |
| 3.11/3.11A | Warehouse Stock Items – Addition and Deletion | 05/08 | 03/08 |
| 3.12 | Purchasing Card | 10/09 | 07/09 |
| 3.12A | Purchasing & Ordering of Supplies/Materials/Services | 10/09 | 07/09 |
| 3.13 | Space Utilization | 03/08 | 01/08 |
| 3.14 | Mail Service/Use of Inter-Office/Inter-Departmental Correspondence and Urgent CHD Medical Info Envelopes | 03/11 | 09/10 |
| 3.15/3.15A | Client Linen, Exchange and Control | 05/08 | 01/08 |
| 3.15B | Protocol: Special Laundry Procedure | 03/11 | 03/11 |
| 3.16/3.16A | Therapeutic Equipment Prescription Process | 09/08 | 02/08 |
| 3.17 | Construction, Contracts, Processing, and Bidding | 10/09 | 07/09 |
| 3.18/3.18A | Client Orientation | 10/09 | 05/09 |
| 3.21 | Official and Unofficial Bulletin Boards | 10/09 | 08/09 |
| 3.22/3.22A | Purchases from Petty Cash | 10/09 | 07/09 |
| 3.23 | Records in Litigation/Mortality Review | 10/09 | 05/09 |

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| | | | |
|------|--|-------|-------|
| 3.24 | Work Order Policy | 05/08 | 03/08 |
| 3.25 | Comprehensive Client Assessment: Craig Center | 03/09 | 04/09 |
| 3.26 | Policy and Procedure for Infection Control During Construction and Renovation Projects | 09/08 | 07/08 |
| 3.27 | Manufacturer's Recall of Supplies and/or Equipment | 08/09 | 07/09 |
| 3.29 | Record of Care, Lost, Destroyed or Stolen Records (NEW) | 10/09 | 08/09 |

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| 4. Client Administration | | | |
|---------------------------------|--|--------------------|-----------------------------------|
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 2.104 | Treatment and Release of Persons Committed to Hospitals by Virtue of a Finding of Incompetence to Stand Trial http://gadbhdd.policystat.com | | |
| 2.106 | Initial Placement and Transfer of Forensic Patients, Hold-Over Patients, and Civil Patients Who Require Secure Treatment Settings http://gadbhdd.policystat.com | | |
| 2.108 | Management and Release of Patients Acquitted as Not Guilty by Reason of Insanity (NGRI) http://gadbhdd.policystat.com | | |
| 22-1603 | Personnel Action in Cases of Abuse, Neglect and/or Exploitation http://gadbhdd.policystat.com | | |
| 23-100 | Confidentiality and HIPPA http://gadbhdd.policystat.com | | |
| 23-101 | Notice of Privacy Practices http://gadbhdd.policystat.com | | |
| 23-102 | Reporting and Notifications of Breaches http://gadbhdd.policystat.com | | |
| 23-103 | Confidentiality & HIPPA Policy Complaints http://gadbhdd.policystat.com | | |
| 24-101 | Access to Public Records Pursuant of the Georgia Open Records | | |
| 25-101 | Protection of Human Subjects and Institutional Review Board http://gadbhdd.policystat.com | | |
| 04-109 | Guiding Principles Regarding Co-Occurring Mental Health and Addictive Diseases Disorders http://gadbhdd.policystat.com | | |
| 04-110 | Guiding Principles Regarding Serving those with Co-Occurring Behavioral Health Disorders and Developmental Disabilities http://gadbhdd.policystat.com | | |
| 06-101 | Pretrial Evaluation of Criminal Defendants http://gadbhdd.policystat.com | | |
| 06-102 | Evaluation and Treatment of Defendants | | |

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| | | | |
|-----------------|---|---------------|--|
| | Adjudicated Incompetent to Stand Trial http://gadbhdd.policystat.com | | |
| 6801-101 | Legal Status of Persons Admitted to DMHDDAD Hospitals http://gadbhdd.policystat.com | | |
| 6805-304 | Process for Qualifying People for the Mental Health Planning List and Mental Health Olmstead List http://gadbhdd.policystat.com | | |
| 03-209 | External Transfer Information Form for Emergency Medical Services http://gadbhdd.policystat.com | | |
| 03-301 | Hospital Census Management Plan | | |
| 03-501 | Observation of Individuals to Ensure Safety http://gadbhdd.policystat.com | | |
| 03-502 | Criteria for Mental Health Admissions of Adults to DBHDD Hospitals http://gadbhdd.policystat.com | | |
| 03-508 | Follow Up for Individuals Discharged from the State Hospital Who were on the Mental Health Olmstead List http://gadbhdd.policystat.com | | |
| 03-509 | Do Not Resuscitate (DNR) Orders http://gadbhdd.policystat.com | | |
| 03-510 | Seclusion or Restraint http://gadbhdd.policystat.com | | |
| 03-514 | Seizure Management http://gadbhdd.policystat.com | | |
| 03-518 | Pain Management http://gadbhdd.policystat.com | | |
| 03-519 | Psychosocial Rehabilitation Mall (PSR Mall) http://gadbhdd.policystat.com | | |
| 03-520 | Medical Evaluation Guidelines and Exclusionary Criteria for Admission http://gadbhdd.policystat.com | | |
| 03-522 | Physical and Nutritional Supports http://gadbhdd.policystat.com | | |
| 03-525 | Mortality Review Process http://gadbhdd.policystat.com | | |
| 03-526 | New Treatment Standards for Individuals Admitted to DBHDD Facilities | 03-530 | Management of Medication Brought to a State Hospital or Crisis Stabilization Program by a Consumer |

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| | | | |
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| | | | http://gadbhdd.policystat.com |
| 03-528 | Actions Necessary Upon Death of an Individual while in a DBHDD Hospital or Following Discharge from a DBHDD Hospital http://gadbhdd.policystat.com | | |
| 03-532 | Medication Formulary http://gadbhdd.policystat.com | | |
| 03-536 | Peer Review in DBHDD Hospitals | | |
| 03-537 | Behavior Service in DBHDD Hospitals http://gadbhdd.policystat.com | | |
| 03-539 | Report Form for Non-Emergency Medical Services | | |
| 03-540 | Nursing Note Documentation | | |
| 03-541 | Avatar Diagnosis Change Form | | |
| 03-542 | Nursing Care of Individuals with Diabetes and Management of Diabetic Emergencies | | |
| 03-543 | Abnormal Involuntary Movement Scale (AIMS) | | |
| 03-544 | Clinical Institute Withdrawal Assessment for Alcohol (CIWA- AR) Form | | |
| 03-546 | Procedure for Individuals with Developmental Disabilities Who are Referred to or Arrive at a DBHDD Hospital | 03-546 | Procedure for Individuals with Developmental Disabilities Who are Referred to or Arrive at a DBHDD Hospital |
| 03-548 | Nursing Head Trauma Protocol | | |
| 03-703 | Creation, Structure, and Content of Medical Records | | |
| 03-704 | Removal and Destruction of Medical Records | | |
| 1.08 | Do Not Resuscitate | 03/09 | 03/09 |
| 4.00 | Organizational Ethics and Individual Rights | 01/10 | 09/09 |
| 4.00A | Client Rights and CSH Ethics Team | 01/10 | 09/09 |
| 4.01 | Relationships Between Central State | 05/08 | 01/08 |

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| | Hospital (CSH) Employees and Clients | | |
| 4.02 | Private Professional Services for Clients | 06/09 | 06/07 Reviewed 03/09 |

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| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
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| 4.03 | Writ of Habeas Corpus/Judicial Supervision | 03/08 | 01/108 |
| 4.04 | Central State Hospital (CSH) Client Satisfaction Survey | 05/08 | 02/08 |
| 4.05 | Client Travel by Common Carrier | 03/08 | 01/08 |
| 4.06/4.06A | Social Security/Medicare/Medicaid Benefits for Clients | 10/09 | 06/09 |
| 4.07 | Non-Discrimination In Services | 03/08 | 02/08 |
| 4.10/4.10A | Clients' Identification Photographs | 08/08 | 06/08 |
| 4.12/4.12A | Notification of Law Enforcement Officer Upon Release of Clients | 06/09 | 10/08 |
| 4.13/4.13A | Clients' Funds and Personal Effects | 09/08 | 04/08 |
| 4.16 | Interstate Transfer of Clients | 04/11 | 09/10 |
| 4.16A | Interstate Transfer of Clients | 04/11 | 09/10 |
| 4.17 | Transfer of Clients to CSH Within The Division of MH/DD/AD Facilities | 01/10 | 10/09 |
| 4.18/4.18A | Notification to Authorized Representative of His/Her Rights to Consultation and Involvement in the Client's Treatment Plan | 01/10 | 08/09 |
| 4.19/4.19A | Day Passes, Temporary Leaves and Trial Visits | 03/08 | 04/05 Reviewed 1/06, with no changes |
| 4.20/4.20A | Client Accident and Injury Report | 03/08 | 01/04 |
| 4.21/4.21A | Coding and Tracking of Court Orders and Georgia Department of Corrections Admissions (Commitment Types 244, 201, 204, 205, 206, 241, and 243) | 09/08 | 04/08 |
| 4.22 | Client Access to Telephone Communication | 03/08 | 02/08 |

| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
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| 4.23 | Criminal Prosecution of Clients | 03/11 | 01/11 |

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| 4.24 | Transition of Central State Hospital (CSH) Non-Forensic Clients | 06/09 | 03/08 |
| 4.26 | Elopement/Escape | 10/10 | 09/10 |
| 4.28 | Relationship with the GA. Advocacy Office (GAO) | 03/08 | 02/08 |
| 4.29 | Confidentiality | 03/08 | 11/07 |
| 4.31 | Continuity of Care, Transition Planning and Medical Alert | 06/09 | 04/08 |
| 4.32/4.32A | Alleged Sexual Assault on a Client | 02/11 | 09/10 |
| 4.33 | Client Visits and Visitor's Responsibilities | 09/08 | 04/08 |
| 4.34 | Intra-Hospital Transfer of Clients | 12/05 | 09/05 |
| 4.35/4.35A | Nursing Home Referral and Placement for Clients | 01/10 | 07/09 |
| 4.36 | Right to Consent/Refuse | 01/10 | 07/09 |
| 4.37 | Allegations of Client Abuse – Investigative & Employees Action To Be Taken | 02/11 | 09/10 |
| 4.38/4/38A | Non-Local and Overnight Activities for Clients | 09/08 | 02/08 |
| 4.39 | Organ Donation | 10/09 | 08/09 |

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| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
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| 4.40/4.40A | Clients with Infectious or Communicable Disease; Notification of Law Enforcement Employee (LEE) and Persons Transporting Bodies | 03/08 | 02/08 |
| 4.41/4.41A | Medical Services for Pregnant Clients | 10/09/09 | 09/09 |
| 4.42/4.42A | Advance Directives: Client Self-Determination in the Planning of Medical and/or Surgical Treatment for Physical Conditions | 08/08 | 03/08 |
| 4.43 | Education Services at Central State Hospital | 06/09 | 03/08 |
| 4.45 | Client and Family Education | 03/08 | 01/08 |
| M4.46B (2.02) | Suspected or Alleged Abuse Occurring Prior to Admission, or During Trial Visit/Temporary Leave | 05/03 | 09/02 |
| 4.46 | Victims of Suspected Abuse or Neglect | 07/10 | 08/09 |
| 4.47 | Adaptive Supportive | 06/09 | 02/08 |
| 4.48 | Medical Protective Devices | 05/08 | 02/08 |
| 4.49 | Medical Immobilization | 05/08 | 02/08 |
| 4.50 | Diet Orders and Diet Changes | 06/11 | 02/08 |
| 4.51 | Pain Assessment and Management | 09/08 | 09/08 |
| 4.52/4.52A | Self-Administration of Medication | 06/09 | 02/08 |
| 4.54 | Use of Minimal Sedation for Clinic Appointments and Diagnostic Procedures | 04/09 | 12/04 |
| 4.57 | Moderate/Deep Sedation Care | 06/09 | 03/08 |
| 4.58 | Medical Staff Communication Report "CSH Physician Notes" | 05/08 | 02/08 |
| 4.59 | Hand-Off Communications/aka Shift Report | 05/08 | 04/08 |

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| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
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| 4.60 | Use of Psychotropic STAT/PRN Medications | 11/10 | 11/10 |
| 4.61 | Clinical Institute Withdrawal Assessment for Alcohol (CIWA) | 03/08 | 01/08 |
| 4.62 | Use of Psychotropic Medications/Psychotropic Medication Reviews | 10/10 | 09/10 |
| 4.63 | Care of the Client with Head Trauma | 04/09 | 03/08 |
| 4.64 | Recognition and Management of Pressure Ulcer's | 07/11 | 03/1 |
| 4.65 | Client Employment | 07/09 | 07/08 |
| 4.67 | Code Yellow (New) | 10/09 | 10/09 |
| 4.68 | Change of Status (New) | 01/10 | 12/09 |
| 4.69 | Dining Room & Meal Supervisor | 01/11 | 02/11 |
| 5. Safety and Protection of Persons and Property | | | |
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 03-505 | Medication Variance Reporting and Analysis http://gadbhdd.policystat.com | | |
| 03-515 | Incident Management http://gadbhdd.policystat.com | | |
| 03-521 | Sentinel Events http://gadbhdd.policystat.com | | |
| 03-524 | Adverse Drug Reaction Reporting and Analysis http://gadbhdd.policystat.com | | |
| 03-529 | Medication Reconciliation at Admission and Transfer http://gadbhdd.policystat.com | | |
| 03-702 | Use of Personal Communication Devices in DBHDD Hospitals http://gadbhdd.policystat.com | | |
| 5.01 | Institution Police Authority and Relationship with Other Law Enforcement Agencies | 06/09 | 03/09 |
| 5.02 | Control of Firearms and Other | 10/09 | 09/09 |

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| | Prohibited Items | | |
|------------|--|-------|-------|
| 5.03 | Occupational Health and Injury Service | 09/08 | 08/08 |
| 5.04/5.04A | Ambulance and Non-Emergency Transport Service | 03/08 | 01/08 |
| 5.05 | Transport of Ambulatory Individuals | 02/11 | 02/11 |

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| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
|-------------------|--|--------------------|-----------------------------------|
| 03-203-CS | Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification Requirements http://gadbhdd.policystat.com | | |
| 03-204 | Emergency Code Designations for State Hospital http://gadbhdd.policystat.com | | |
| 03-205-CS | Medical Emergency Response System for Central State Hospital http://gadbhdd.policystat.com | | |
| 03-206-CS | Medical Emergency Respiratory Support for Central State Hospital http://gadbhdd.policystat.com | | |
| 03-207-CS | Automated External Defibrillator Use for Central State Hospital http://gadbhdd.policystat.com | | |
| 03-504 | Suicide, Violence and Victimization Risk Assessment http://gadbhdd.policystat.com | | |
| 20-201 | Tobacco-Free and Smoke free Environment in DBHDD Facilities http://gadbhdd.policystat.com | | |
| 04-102 | Emergency Preparedness and Disaster Response-Basic Requirements for DBHDD Hospitals and Community Providers http://gadbhdd.policystat.com | | |
| 5.07 | Emergency Management of Pregnant Women | 09/08 | 07/08 |
| 5.08 | Lost and Found Property | 06/09 | 03/09 |
| 5.09/5.09A | Suicide Precautions | 06/05 | 05/05 |
| 5.10 | Notice of Possibility of Claim | 10/09 | 09/09 |
| 5.12 | Property/Contents and All Risk Insurance | 08/09 | 07/09 |
| 5.13 | Liability and Bond Coverage | 06/09 | 03/09 |
| 5.14 | Key Control | 08/09 | 03/09 |
| 5.15/5.15A | Accidents Involving State Vehicles | 05/08 | 02/08 |
| 5.16 | Restriction of Tobacco and Smoking Materials on Central State Hospital Campus | 09/10 | 09/10 |
| 5.17 | Safe Medical Devices and Laboratory Product Reporting | 01/10 | 09/09 |

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| 5.17A | Safe Medical Devices and Laboratory Product Reporting | 01/10 | 09/09 |
| 5.19 | Medication Reconciliation | 02/09 | 12/06 |
| 5.20A | Cardiopulmonary Resuscitation/Code Blue (Protocol) | 12/09 | 10/09 |
| 5.21 | Biomedical Equipment Management | 01/10 | 07/09 |
| 5.22 | Notification of Escapes from Middle Georgia Correctional Complex | 10/09 | 05/09 |
| 5.23/5.23A | Pre-Admission Search | 10/09 | 05/09 |

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| 5.24 | Fire Rated or Smoke Tight Wall Penetrations | 09/10 | 06/10 |
| 5.25/5.25A | Storage and Disposal of Drug Samples | 05/08 | 04/08 |
| 5.26 | Wheelchair/Geriatric Chair Repair/Purchases | 06/09 | 03/08 |
| 5.27 | Elevation and Degrees of Variance for Wheelchairs, Geri Chairs and Beds | 01/11 | 02/11 |
| 5.28/5.28A | Transporting Clients in a Wheelchair Bus/Vehicle | 08/09 | 11/05 Reviewed 10/08 |
| 6. Relationships with the Public and Other Government Agencies | | | |
| 6.01 | Collections and Solicitations | 06/09 | 11/08 |
| 6.02 | Volunteer Services | 06/09 | 12/08 |
| 6.03 | Use of Hospital Facilities by Outside Groups | 06/09 | 12/08 |
| 6.04 | Release of Information to News Media and Attorneys; and Publication of Articles | 01/10 | 08/09 |
| 6.06/6.06A | Utilization of Middle Georgia Correctional Complex Inmates | 08/08 | 06/08 |
| 7. Training and Research | | | |
| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 03-402 | Safety Care Training and Certification http://gadbhdd.policystat.com | | |
| 03-601 | Risk Management http://gadbhdd.policystat.com | | |
| 7.01 | Staff Development and Training | 10/09 | 07/09 |
| 7.02/702A | Research | 08/08 | 05/08 |
| 7.03 | Educational Assignment (EA) Policy | 06/11 | 05/11 |
| 7.04 | Student Affiliation Agreements (a.k.a. Internships) | 01/08 | 10/07 |

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| 8. Plans | | | |
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| POLICY NO. | TITLE | DATE POSTED | LAST REVIEW/ REVISION DATE |
| 8.00 | Client Safety Plan | 08/06 | 07/06 |
| 8.01 | Emergency Preparedness Manual | 01/10 | 08/09 |
| 8.02 | Interim Life Safety Measures | 05/08 | 03/08 |
| 8.03 | Fire Safety | 05/08 | 02/08 |
| 8.04 | Safe Use Handling and Storage of Flammable and Combustible Liquids | 05/08 | 04/08 |
| 8.06 | Motor Vehicle and Traffic Regulations | 10/09 | 07/09 |
| 8.07 | Plant Operations Utilities Management Plan | 01/10 | 08/09 |
| 8.08 | Safety Management Plan | 10/09 | 07/09 |
| 8.10 | Performance Improvement Plan | 06/09 | 01/09 |
| 8.11 | Plan for Care | 10/09 | 07/09 |
| 8.15 | Hazardous Materials and Wastes Management | 09/10 | 09/10 |
| 8.17 | Compliance Plan | 08/08 | 05/08 |
| 8.18 | Use of Anticoagulant Medications | 11/10 | 11/10 |