

## **GUIDE to DBHDD PolicyStat - WHERE TO ACCESS & HOW TO USE IT**

1. **Use this quick link for DBHDD PolicyStat:** <http://dbhdd.georgia.gov/policies>.  
[Or you may go to the DBHDD website, use the **About DBHDD** tab, select **POLICIES** from the drop-down & click.]
2. Then click on this message: **CLICK HERE to access DBHDD PolicyStat**
3. **NO ACCOUNT IS NEEDED – you do NOT Log in to access PolicyStat.**
4. **Read the information on the home page and start searching for the DBHDD policy you need.**  
*Note: Your hospital's local policies are not yet available in PolicyStat.*

### **ADDITIONAL INFORMATION**

- A. The **Policy INDEX** is posted as a PDF on the DBHDD PolicyStat home page. The Index contains the names of all Chapters as well as the name and number of each policy available in DBHDD PolicyStat. The Index is updated routinely because new policies will continue to be added.
- B. At the bottom of the DBHDD PolicyStat Home Page there is a quick link titled **NEW AND RECENTLY REVISED POLICIES**, which displays a list of all policies that have been created or revised **within the past 30, 60 and 90 days**. Using this list, it is possible to view revised policies with a “track changes” feature that highlights the changes. DBHDD Policy Office will continue disseminating new or revised statewide policies, but it's always a good idea to check this list for any recent updates.
- C. **The SEARCH function is the key tool for navigating within DBHDD PolicyStat.** To obtain policies that are of interest, users simply type a key word related to the policy topic or the policy number (if known) into the SEARCH bar. Search results are ordered by relevance to the word that was used in the search. A simple click on the policy title opens the desired policy. Use of the browser's back arrow allows one to return to the search results. Clicking on the HOME tab returns you to the DBHDD PolicyStat home page.
- D. Policies are sorted and organized through the use of **CHAPTERS** – for example, Human Resources policies are all in Chapter 22. Each policy in DBHDD PolicyStat has a policy number wherein the first two digits indicate the Chapter in which that policy is placed. Older DBHDD policies have been assigned new numbers as part of the implementation of DBHDD PolicyStat.
- E. Users can also use **FILTER function to obtain all policies within a specific CHAPTER**. To filter for a specific Chapter, select the CHAPTER tab, double-click on the specific Chapter name in the left-hand “Available” box so that it moves to the right-hand “Selected” box. Then click the SEARCH POLICIES button and scroll down to see the results.
- F. **When viewing a policy, scroll down to the end of the policy to access Attachments.** Some policies also include hyperlinks to relevant references at the end of the policy.
- G. New and recently revised policies include a Full Implementation Date notation on page 1 of the policy. The Full Implementation Date is designed to allow sufficient time after the policy is active in DBHDD PolicyStat to enable the policy to be successfully implemented.
- H. See page 2 of this Guide for a link to an online **Demonstration of PolicyStat**. This 20-minute recorded webinar demonstrates the information contained in this Guide, showing the simple steps to access and use the PolicyStat system so that you can quickly find, print, and save policies.
- I. Users are encouraged to go directly to DBHDD PolicyStat when they need to access a policy in order to ensure they have the most current and complete information. However there are situations when it is necessary to print or email a policy. When viewing a policy, there is a **PRINTER-FRIENDLY** button in the top right portion of the screen (under the *PolicyStat* logo). **Clicking on this button creates a PDF of the policy, which can then be printed, saved or emailed.** The PDF includes links to all of the attachments that are part of the policy.
- J. If the full image of the policy and/or the buttons located at the top of the policy (PRINTER FRIENDLY and EMAIL COPY) are not visible, follow these steps to change your computer's screen resolution:
  1. Right click on desktop and select Properties.
  2. In Display Properties, select Settings.
  3. In Screen Resolution change the resolution to 1024 x 768 pixels & click Apply/OK.
- K. Questions may be directed to the DBHDD Policy Office via the email address designed for this purpose:  
[PolicyQuestions@dbhdd.ga.gov](mailto:PolicyQuestions@dbhdd.ga.gov)

## TWO ways to see a demonstration of DBHDD PolicyStat:

1. Click here to watch a brief demo created by PolicyStat showing how to search:

<https://policystat.zendesk.com/entries/186264-searching-in-policystat>

2. Click here to learn everything there is to know about using DBHDD PolicyStat by watching this 20-minute demonstration:

<https://connect1.uc.att.com/stateofgeorgia/meet/?RecordingKey=D9FDB9A1-1EC9-4191-8243-E313EDBC10EB>

**NOTE: This demo uses ATT Connect. If your computer has not previously been used for an ATT Connect web conference, you will need to do a simple installation. Here are the steps:**

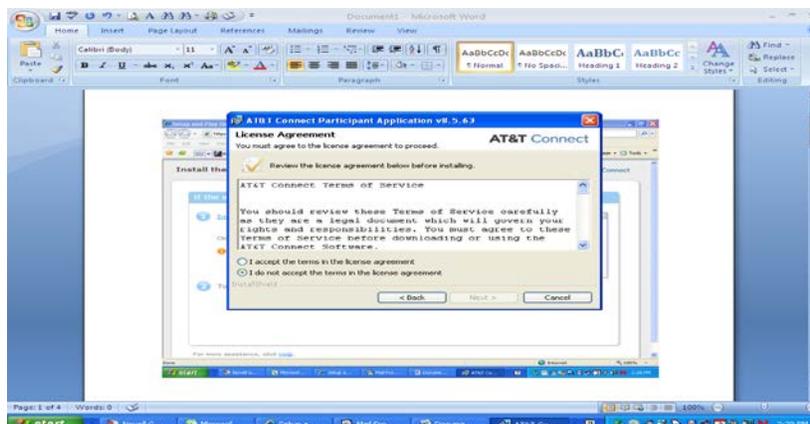
1. If the “Play Recording” Function does not automatically open the demo, Click “Manual Installation” to install the AT&T Participant Application.



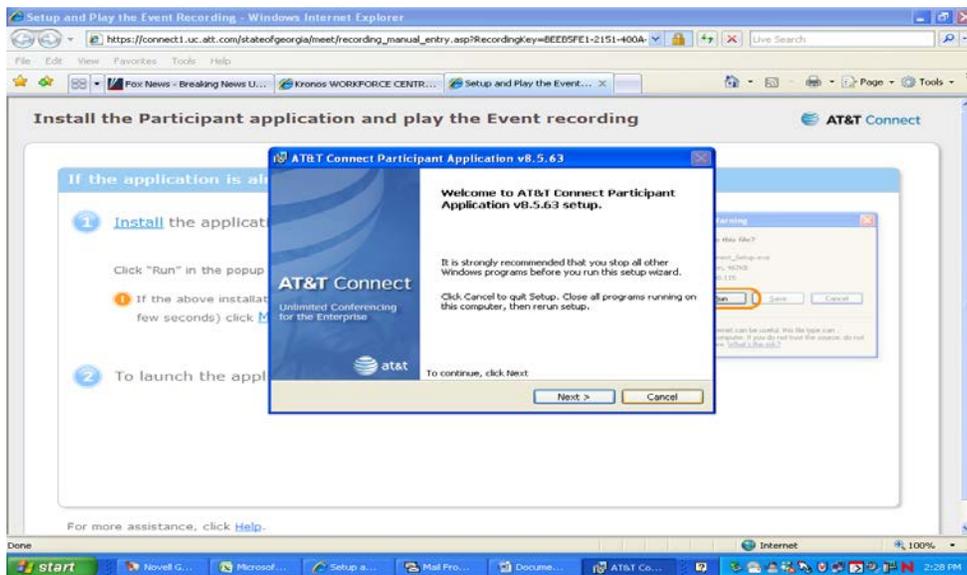
2. Click “Run”



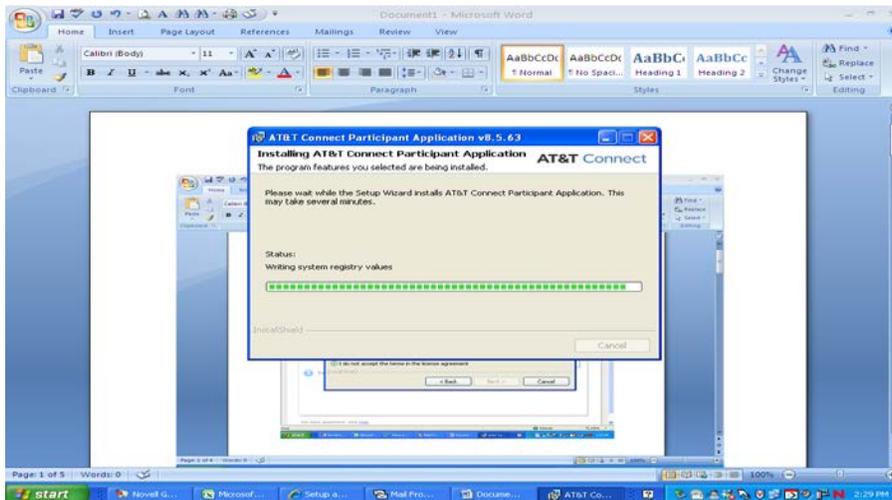
3. Click “I accept the terms in the license agreement”.



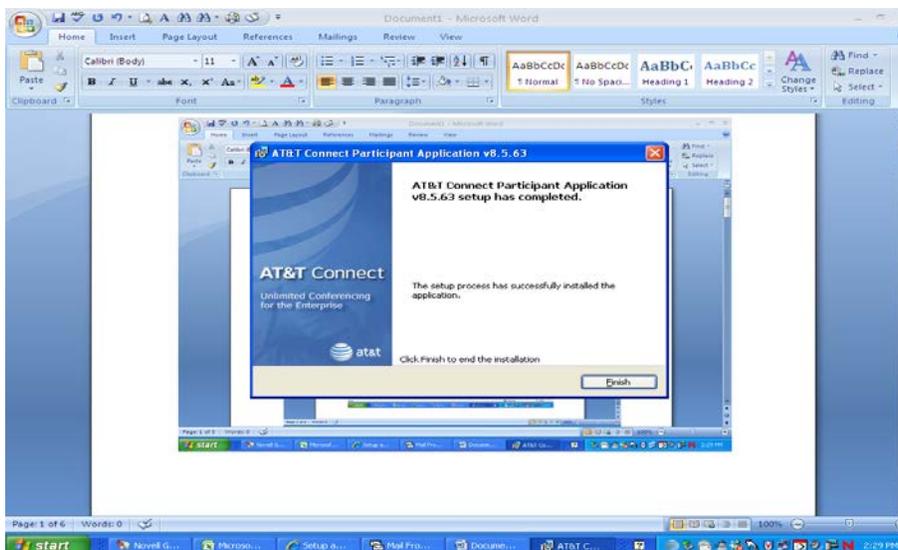
4. Click "Next"



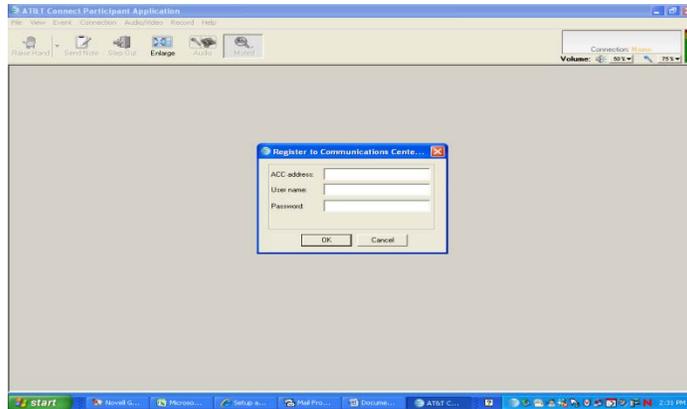
5. The Application will be installed on your computer.



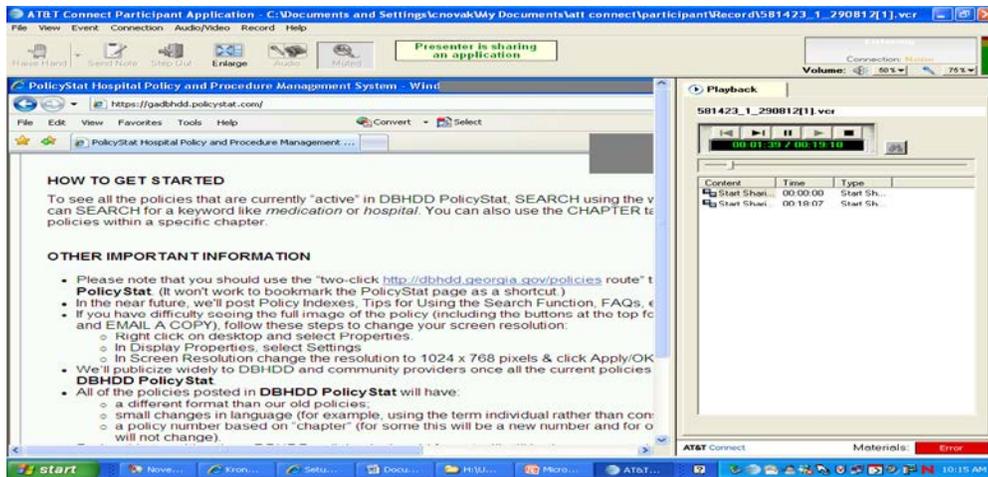
6. Click "Finish"



7. Click "Cancel". You do not have to register with the Communications Center in order to view the demo. When you click cancel, you will be able to view the PolicyStat demo.



8. When you open the demo, you can click and drag the "playback" section of the screen to the right for a fuller view of the demo screen.



9. This is how the screen will appear with the playback section moved over to the right.



QUESTIONS? Send an email to [PolicyQuestions@dbhdd.ga.gov](mailto:PolicyQuestions@dbhdd.ga.gov)