

**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	07/10	06/11
02-803	Health Risk Screening Tool (HRST)	03/11	06/11
04-107	Requests for Waivers of the Standards for DBHDD Services	04/11	06/11
1.00	Review/Establishment of CSH Policies/Procedures/Plans	11/10	11/10
1.01	Opinions from the State of Georgia Attorney General	08/08	06/08
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
1.03	Use of Medical/Dental Equipment Not Belonging to the Hospital	01/10	09/09
1.04	Major Hospital Wide Staff Meetings	08/08	04/08
1.05/1.05A	Private Duty SITTER	05/08	01/08
1.06	Emergency Interpretative Services for the Hearing Impaired	10/10	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
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
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	03/08
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	05/08
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
3.24	Work Order Policy	05/08	03/08

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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	DBHDD/MHDDAD Policy: Treatment and Release of Persons Committed to Hospitals by Virtue of a Finding of Incompetence to Stand Trial	10/09	03/02
2.106	DBHDD/MHDDAD Policy: Initial Placement and Transfer of Forensic Patients, Hold-Over Patients, and Civil Patients Who Require Secure Treatment Settings	10/09	03/02
2.108	DBHDD/MHDDAD Policy: Management and Release of Patients Acquitted as Not Guilty by Reason of Insanity (NGRI)	10/09	10/05
23-100	Confidentiality and HIPPA	9/1/11	09/11
23-101	Notice of Privacy Practices	9/1/11	09/11
23-102	Reporting and Notifications of Breaches	9/1/11	09/11
23-103	Confidentiality & HIPPA Policy Complaints	12/1/11	12/1/11
03-510	Protocol Seclusion or Restraint	11/21/2011	11/11
6203-101	DBHDD/MHDDAD Policy: Guiding Principles Regarding Co-Occurring Disorders	06/09	03/08
6203-102	DBHDD/MHDDAD Policy: Guiding Principles Regarding Serving those with Co-Occurring Behavioral Health Disorders and Developmental Disabilities	06/09	09/11
6805-102	DBHDD/MHDDAD Policy: Management of Medication Brought to a State Hospital or Crisis Stabilization Program by a Consumer	07/09	09/09
6805-304	DBHDD/MHDDAD Policy: Process for Qualifying People for the Mental Health Planning List and Mental Health Olmstead List	01/09	12/08
03-508	DBHDD/MHDDAD Policy: Follow Up for Individuals Discharged from the State Hospital Who were on the Mental Health Olmstead List	10/10	09/11
6805-701	DBHDD/MHDDAD Policy: Do Not Resuscitate (DNR) Order	02/09	11/08
03-514	DBHDD/MHDDAD Policy: Seizure Management	10/11	09/11
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 Hospital (CSH) Employees and Clients	05/08	01/08
4.02	Private Professional Services for Clients	06/09	06/07 Reviewed

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POLICY NO.	TITLE	DATE POSTED	LAST REVIEW/ REVISION DATE
4.03	Writ of Habeas Corpus/Judicial Supervision	03/08	01/08
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	10/09
4.17	Transfer of Clients to CSH Within The Division of MH/DD/AD Facilities	01/10	08/09
4.18/4.18A	Notification to Authorized Representative of His/Her Rights to Consultation and Involvement in the Client's Treatment Plan	01/10	04/05
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
6801-101	DBHDD/MHDDAD Policy: Legal Status of Persons Admitted to DBHDD Hospitals	04/09	05/09
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

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POLICY NO.	TITLE	DATE POSTED	LAST REVIEW/ REVISION DATE
4.23	Criminal Prosecution of Clients	03/11	01/11
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
6805-201	DBHDD/MHDDAD Policy: Criteria for Admission to DHR DMHDDAD Hospitals for Persons with Mental Illness	06/09	04/08
6805-202	DBHDD/MHDDAD Policy: Admission and Discharge of Consumers in Need of Temporary and Immediate Care (TIC)	03/08	03/08
03-520	DBHDD/MHDDAD Policy: Medical Evaluation Guidelines and Exclusion Criteria for Admission to State Hospitals and Crisis Stabilization Programs	09/10	10/11
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
22-1603	DBHDD/MHDDAD Policy: Personnel Action in Cases of Abuse, Neglect and/or Exploitation of Individuals Served by DBHDD Facilities	09/10	08/10
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
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
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
03-522	DBHDD/MHDDAD Policy: Physical and Nutritional Support	12/10	06/10
03-522	DBHDD/MHDDAD Policy: Physical and Nutritional Support Risk Screen Attachments	07/11	07/11
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
03-501	DBHDD/MHDDAD Policy: Observation of Individuals to Ensure Safety	12/10	11/10
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
2.100	DBHDD/MHDDAD Policy: Informed Consent and Involuntary Administration of Psychotropic Medication in DHR Hospitals	01/08	11/07
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	03/11
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
6805-602	DBHDD/MHDDAD Policy: Actions Necessary Upon Death of a Consumer	02/09	02/09
03-525	DBHDD/MHDDAD Policy: Mortality Review Process	02/11	12/10
03-532	DBHDD/MHDDAD Policy: Medication Formulary	09/11	08/11
5. Safety and Protection of Persons and Property			
POLICY NO.	TITLE	DATE POSTED	LAST REVIEW/ REVISION DATE
03-515	DBHDD/MHDDAD Policy: Incident Management		11/16/11
03-505	DBHDD/MHDDAD Policy: Medication Variance Reporting and Analysis	05/10	09/10
03-524	DBHDD/MHDDAD Policy: Adverse Drug Reaction Reporting and Intensive Review of Serious or Lethal Adverse Drug Reaction	10/10	09/10
03-529	DBHDD Policy: Medication Reconciliation at Admission and Transfer (New)	9/8/11	10/1/11 11/15/11
6805-601	DBHDD/MHDDAD Policy: Sentinel Events	10/10	03/09

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5.01	Institution Police Authority and Relationship with Other Law Enforcement Agencies	06/09	03/09
5.02	Control of Firearms and Other Prohibited Items	10/09	09/09
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
5.07	Emergency Management of Pregnant Women	09/08	07/08
5.08	Lost and Found Property	06/09	03/09
03-504	DBHDD Policy: Suicide Risk and Assessment of Individuals in State hospitals and State Operated Crisis Stabilization Programs	12/09	10/09
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
15.103	DBHDD/MHDDAD Policy: Smoke-Free Environment in DHR DMHDDAD Facilities	06/09	06/07
03-201	DBHDD/MHDDAD Policy: Tobacco Smoke-Free Environment in DBHDD Facilities	01/10	01/10
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
5.17A	Safe Medical Devices and Laboratory Product Reporting	01/10	09/09
5.19	Medication Reconciliation	02/09	12/06
03-202	DBHDD/MHDDAD Policy: Crash Cart Locations, Supplies, and Drills	10/09	10/09
03-203	DBHDD Policy: Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification Requirements	01/10	01/10
03-205	MEDICAL EMERGENCY RESPONSE SYSTEM for Central State Hospital	05/11	12/11
03-206	MEDICAL EMERGENCY RESPIRATORY SUPPORT for Central State Hospital	05/11	12/11
03-207	AUTOMATED EXTERNAL DEFIBRILLATOR USE for Central State Hospital	05/11	12/11
5.20A	Cardiopulmonary Resuscitation/Code Blue (Protocol)	12/09	10/09

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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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POLICY NO.	TITLE	DATE POSTED	LAST REVIEW/ REVISION DATE
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
03-204	DBHDD/Policy: Emergency Code Designation for State Hospital	01/10	01/10
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	DBHDD Policy: Safety Care training and Certification	01/11	12/10
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			
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
03-601	DBHBDD Policy: Risk Management		12/11/11
8.17	Compliance Plan	08/08	05/08
8.18	Use of Anticoagulant Medications	11/10	11/10