

APPLICATION PROTOCOL GUIDE- GENERAL MANAGEMENT

Facility Name: _____

Services Requested: Regular- ☐ ODF ☐ IOT Perinatal- ☐ ODF ☐ IOP ☐ RES

Regulations/Standards Key:

- Standards for Alcohol and Other Drug Programs (1981; 2004)- AOD Stds
- Drug Medi-Cal Standards (2004)- DMC Stds
- Title 22 §51341.1 (with Emergency Regulations)- Title 22

Completed

A. **GOVERNING BODY** - Each program shall have a governing body that has full legal authority for operating the program. Describe Governing Body which has legal authority for operating the program.

☐

- 1) Public Organization- ☐ provide an organization chart reflecting program's placement within a government agency;
- 2) Private Organization- ☐ provide documentation of the legal authority for the formation of the agency (**Submit your Articles of Incorporation, Partnership agreement, etc.**): Ensure your Governance statement includes reference to the bylaws and describes that:
 - ☐ Governing body meets regularly (**must meet at least quarterly**);
 - ☐ Minutes of the meetings are kept and are available to the public (describe where they are kept and process for public access); and,
 - ☐ List of names and addresses of all governing board members
- 3) Partnerships and Sole Proprietors describe governance of program

COMMUNITY ADVISORY BOARD

- ☐ - Each program (even government operated) shall have a community advisory board which reviews operations reports and effectiveness of the Agency
- Must have at least 5 members (may also serve as members of the Board of Directors)
 - Must meet at least Quarterly
 - Must have bylaws (not in conflict with the Board of Directors)

Reference:

- AOD Stds- 1.A (1981); 18000-18015 (2004)

<p>10 CHIEF EXECUTIVE OFFICER- <input type="checkbox"/> Submit documentation describing how governing body selects and appoints a chief officer and describe their duties, qualifications, and authority (Note: In corporations, this may be in the bylaws) -IF APPLICABLE, programs <u>other than a nonprofit corporation</u> shall have a Program Director designated to manage the overall operation of the program—this individual must have at least 2 year's experience working the alcohol/other drug services field.</p> <p>Reference:</p> <ul style="list-style-type: none"> AOD Stds- 1.B (1981); 18010 (2004) 	<input type="checkbox"/>
<p>C. ADMINISTRATIVE - PERSONNEL POLICIES</p> <p>1. <input type="checkbox"/> Submit: Written policy/procedures for Administration and Personnel which include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> recruitment, hiring process's; equal employment opportunity, <u>nondiscrimination</u> and affirmative action <input type="checkbox"/> evaluation, promotion, disciplinary action, grievance procedures, and termination; <input type="checkbox"/> employee benefits (vacation, sick leave), training and development <input type="checkbox"/> salary schedule, merit adjustment, severance pay, <input type="checkbox"/> employee rules of conduct (Code of Conduct); <input type="checkbox"/> employee safety and injuries; and physical health status (include health screen or questionnaire and TB test results) <input type="checkbox"/> For contract staff, their contract describes (at minimum) their duties, hours, contract duration, and reimbursement <p>This may be your general Personnel Policy describing how you establish, maintain, review, and revise your human resources functions in the agency. It should also outline what your personnel policies address. Specific policies may be requested below and should be included in your protocol.</p> <p>Reference:</p> <ul style="list-style-type: none"> AOD Stds- 1.C.1; 19005.a-c, 19010, and 19015 (2004) DMC Stds- II.E; III.G.2 	<input type="checkbox"/>
<p>2. <input type="checkbox"/> Submit copies of all Job Descriptions for Agency- Job descriptions are developed which are revised as needed and are reviewed and approved by the governing body and contain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position title and classification; <input type="checkbox"/> list of duties and responsibilities; <input type="checkbox"/> lines of supervision; and, <input type="checkbox"/> education, training, work experience and other qualifications for the position <p>Reference:</p> <ul style="list-style-type: none"> AOD Stds- 1.C.4 (1981); 19005.f (2004) DMC Stds- II.E; III.G.2 	<input type="checkbox"/>

<p>3. <input type="checkbox"/> Submit: Written Policy and Procedures for establishing and maintaining personnel records describing that Personnel Records Contain (at a minimum):</p> <ul style="list-style-type: none"> <input type="checkbox"/> application for employment and/or resume; <input type="checkbox"/> employment confirmation statement; <input type="checkbox"/> salary schedule and adjustment information; <input type="checkbox"/> evaluation of employee; <input type="checkbox"/> health record. <p><input type="checkbox"/> Submit: Written Policy and Procedures describing access to and confidentiality of Personnel Records</p> <p>Reference:</p> <ul style="list-style-type: none"> • AOD Stds- 1.C.3; 19005.b and 19005.e (2004) • DMC Stds- II.G.3 	<input type="checkbox"/>
<p>4. <input type="checkbox"/> Submit: Written policy/procedures for employee health screening/records</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff shall have a health screening within six (6) months prior to employment or within 15 days after employment. <input type="checkbox"/> All persons who have symptoms of infectious disease are removed from contact with clients. <p>Reference:</p> <ul style="list-style-type: none"> • AOD Stds 19015 (2004) • DMC Stds- II.H.1-3 	<input type="checkbox"/>
<p>5. <input type="checkbox"/> Submit: A written Code of Conduct for employees and volunteers shall be established which includes at least:</p> <ul style="list-style-type: none"> <input type="checkbox"/> use of drug and /or alcohol; <input type="checkbox"/> relationship between staff-client; <input type="checkbox"/> prohibition of sexual contact or sexual harassment with clients; and <input type="checkbox"/> Unlawful Discrimination; <input type="checkbox"/> conflict of interest and confidentiality; <p><i>-Signed copies of this must be maintained in each staff/volunteer personnel file</i> <i>-The policy must be reviewed and revised annually (Board of Directors and Community Advisory Board)</i> <i>-A copy of the Code of Conduct must also be posted on a wall with easy visibility for all participants.</i></p> <p>Reference:</p> <ul style="list-style-type: none"> • AOD Stds- I.C.5 (1981); 19010 (2004) • DMC Stds- III.G.5 	<input type="checkbox"/>

<p>E. VOLUNTEER SERVICES</p> <p>SUBMIT: Written policy/procedures which describe agency's volunteer program which describe the agency's use of volunteers, to include at minimum:</p> <ul style="list-style-type: none"><input type="checkbox"/> Screening, recruitment and selection;<input type="checkbox"/> Training and orientation;<input type="checkbox"/> duties and assignments;<input type="checkbox"/> supervision and evaluation; and,<input type="checkbox"/> protection of client confidentiality <div data-bbox="814 412 1533 503" style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-top: 10px;"><p>Reference:</p><ul style="list-style-type: none">• AOD Stds- I.E (1981); 19005.c&d (2004)</div>	<input type="checkbox"/>
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