

**WHITING FORENSIC HOSPITAL
OPERATIONAL PROCEDURE MANUAL**

SECTION I: PATIENT FOCUSED FUNCTIONS

Chapter 1: Ethics, Rights, and Responsibilities (RI)

- Procedure 1.1 Ethics, Rights and Responsibilities
- Procedure 1.2 Operationalizing the Code of Ethics
- Procedure 1.3 (Reserved for future procedure)*
- Procedure 1.4 Informed Consent
- Procedure 1.5 Patient’s Request for Treatment by Prayer Alone
- Procedure 1.6 Advance Health Care Directives
- Procedure 1.8 Do Not Resuscitate (DNR) Order and Bracelet Protocol rev. 2/26/20
- Procedure 1.9 Patient Complaints and Grievances effective 10/26/23
- Procedure 1.10 Visitation effective 6/6/24 RI 01.07.05
- Procedure 1.11 Patient Searches (rev 12/5/19, 11/19/20)
- Procedure 1.12 Access to Advocates for Recovery/Treatment Planning
- Procedure 1.13 (Reserved for future procedure)*
- Procedure 1.14 Organ/Tissue Donation
- Procedure 1.15 Arrest of Patients at Whiting Forensic Hospital
- Procedure 1.16 Privileged Conversation for Patients on Continuous or More Restrictive Levels of Observation Status
- Procedure 1.17 Conservatorship
- Procedure 1.18 Patient Communication and Restriction of Communication
- Procedure 1.19 Patient-to-Patient Sexual Harassment
- Procedure 1.20 Recording and Filming of Patients
- Procedure 1.21 Videotaping of Public Hearings Held on WFH or CVH Campus
- Procedure 1.22 Registration of Sexual Offenders

Chapter 2: Provision of Care, Treatment, and Services (PC)

Assessment Continuum of Care

- Procedure 2.1 Fall Risk Screening, Assessment and Management effective 6-30-23
- Procedure 2.2 Use of Restraint Chair New 12/2/19
- Procedure 2.3 Sexual Assault
- Procedure 2.4 Evaluating Comprehension of Patient Education
- Procedure 2.5 Assessment and Management of Pain effective 4/17/24
- Procedure 2.6 Integrated Treatment Planning Process rev. 2/8/21
- Procedure 2.7 Discharge Planning
- Procedure 2.8 Evaluating and Managing Suicide Risk Effective 10/26/23
- Procedure 2.9 Linguistic Support: Use of Interpretation and Translation Services Effective 9/19/23
- Procedure 2.10 Elopement/Escape and Unauthorized Absence
- Procedure 2.11 Special Observation Effective 3/18/24
- Procedure 2.12 Patient Care and Gender Specific Assignment
- Procedure 2.13 Outpatient and Emergency Visits to Acute Care Hospitals, Staff Expectations and Responsibilities rev. 2/26/20
- Procedure 2.14 Transfers Among and Between Whiting and Dutcher Services effective 8/25/23
- Procedure 2.15 Group and Individual Treatment Programs
- Procedure 2.16 Documentation of Patient Progress and Care
- Procedure 2.17 Dutcher Service Patient Privilege Levels Effective date 10/10/22
- Procedure 2.18 Animal Assisted Therapy / Animal-Assisted Activity / Service Animals effective 5/31/23
- Procedure 2.19 Electroconvulsive Therapy (ECT)
- Procedure 2.20 Drug and Alcohol Screenings effective 7/10/24
- Procedure 2.21 Guidelines for Positive Behavioral Support Planning and Implementation

Procedure 2.22	Hand-Off Communication Among Caregivers
Procedure 2.23	Clinical Consultation
Procedure 2.24	Clinical Emergency All Available Code for Psychiatric Emergencies
Procedure 2.25	Medication Reconciliation effective 1/30/23
Procedure 2.26	Seclusion Use
Procedure 2.27	Restraint Use for the Management of Violent or Self- Destructive Behavior
Procedure 2.28	Critical Clinical Alarm Systems effective 12/30/22
Procedure 2.29	Palliative Care Program
Procedure 2.30	Prevention of Tubing Misconnections
Procedure 2.31	Hunger Strike new 3/8/21
Procedure 2.32	Referral and Admission of Patients rev. 4/27/22
Procedure 2.33	Adult CPR with AED Guidelines effective 8/14/23
Procedure 2.34	Patient Death: Staff Responsibilities rev. 2/26/20
Procedure 2.35	Patient Identification effective 1/30/23
Procedure 2.36	Assessment and Management of Non-Suicidal Self-Injurious Behavior (effective 12/2/22)
Procedure 2.37	Daily Living Activities–20 (DLA-20) Assessment Process 3/10/21 (effective 4/1/21)
Procedure 2.38	Community Integration and Discharge
Procedure 2.39	Homework Assignment/Generalization Process rev. 2/8/21
Procedure 2.40	Use of Oxygen rev. 2/26/20
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Procedure 2.49	Critical Test Results rev. 2/26/20
Procedure 2.50	Anticoagulation Therapy and Monitoring Titled "Chapter 11.2"
Procedure 2.51	CLIA Waive Testing effective 12-19-22
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Procedure 3.3	Dutcher Patient On Grounds Pass Times and Evening Curfew rev. 3/17/21

Chapter 3: Medication Management (MM)

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Procedure 3.7	COVID-19 Vaccine new 2/19/21
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SECTION II: ORGANIZATION FOCUSED FUNCTIONS

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Chapter 7: Management of the Environment of Care

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Procedure 7.7	Firearms and Dangerous Weapons
Procedure 7.8	Bomb Threats
Procedure 7.9	Employee Fit Testing
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Procedure 7.17	Hot Spot Environmental Rounds rev. 5/20/22
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Procedure 7.20	Activity/Welfare Fund
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Procedure 7.25	Hazardous Material and Waste Management Plan effective 12-19-22
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Procedure 8.19	Orientation
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Procedure 8.41	Publishing Related Activities
Procedure 8.42	Guidelines Concerning the Prohibition on Sexual or Otherwise Exploitative Relationships Between Employees and Patients/Clients (DMHAS Work Rule #18)
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Procedure 8.47	Media Relations
Procedure 8.48	Initial Working Test Period
Procedure 8.49	Uniform Policy Regarding Activities While on Duty
Procedure 8.50	Change in Employee Status

- Procedure 8.51 Prevention and Management of Patient Violence Directed at Staff effective 3/5/24
- Procedure 8.52 Description and Orientation of Non-DMHAS Personnel
- Procedure 8.53 Prevention of Fraud, Waste and Abuse
- Procedure 8.54 (Reserved for future procedure)*
- Procedure 8.55 Supervision
- Procedure 8.56 Violence in the Workplace Prevention – *Also See Commissioner’s Policy 2.23*

Chapter 9: Management of Information (IM)

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- Procedure 9.3 Faxing Patient Health Information
- Procedure 9.4 Subpoena of Medical Records
- Procedure 9.5 Legal Status: Admission and Changes in Legal Status and Probate Court Proceedings
- Procedure 9.6 Diagnosis- Admission, Discharge and Changes in Diagnosis; Coding of Behavioral Diagnoses using ICD-10-CM and DSM 5 Criteria; Coding of Medical Diagnoses Using ICD-10-CM
- Procedure 9.7 Standards for Medical Record Completion
- Procedure 9.8 Records Retention Schedules for State Agencies effective 4/22/24
- Procedure 9.9 (Reserved for future procedure)*
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- Procedure 9.11 Service of Process and Procedure for Acceptance of Notice of Legal Action or Proceedings
- Procedure 9.12 Internet, Computer, E-Mail, and Phone Use
- Procedure 9.13 Hospital Census – Reporting Patient Movement

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- Procedure 9.14 Provision of Notice of Privacy Practices for Protected Health Information
- Procedure 9.15 Access to Protected Health Information
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- Procedure 9.17 Accounting of Disclosure of Protected Health Information
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- Procedure 9.24 Use and Disclosure of Protected Health Information, Minimum Necessary
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- Procedure 9.35 Confidentiality of Patient Information Access to Patient Information by (Other) DMHAS Facilities
- Procedure 9.36 Confidentiality of Patient Information – Patient Requests to Examine Records – Inpatient Status
- Procedure 9.37 (reserved for future procedure)*
- Procedure 9.38 Confidentiality of Patient Information / Processing of Requests for Patient Information
- Procedures 9.39-9.43 (Reserved for future procedures)*
- Procedure 9.44 Electronic Monitoring/Surveillance System

Chapter 10: Fiscal

Procedure 10.1 Purchasing Card Cardholder Work Rules

Chapter 11 Nursing

Procedure 11 Nursing Services

Chapter 12 Clinical Disciplines

a. (See the Clinical Social Worker Folder located on the T-Drive) Included in FOI production

b. Psychology Manual

Procedure 12.b.1 (Reserved for future procedure)

Procedure 12.b.2 Organizational Structure, Orientation, and Supervision

Procedure 12.b.3 (Reserved for future procedure)

Procedure 12.b.4 (Reserved for future procedure)

Procedure 12.b.5 Psychological Evaluation, Referral and Administration

Procedure 12.b.6 Individual Psychotherapy

Procedure 12.b.7 (Reserved for future procedure)

Procedure 12.b.8 Psychology Services

Psychology Appendices

c. Rehabilitation Therapy Manual

Procedure 12.c.1 Rehabilitation Therapy Services

Procedure 12.c.2 Library Services

Procedure 12.c.3 Volunteer Services

Procedure 12.c.4 Vocational Rehabilitation Services

Procedure 12.c.5 Occupational Therapy Services

Procedure 12.c.6 Special Education Services

Procedure 12.c.7 Chaplaincy Services

Procedure 12.c.8 Water Related Activities effective 5/31/23

Procedure 12.c.9 Criteria for Referral for Evaluation and Services

Procedure 12.c.10 Assessment and Planning of Vocational Rehabilitation No corresponding policy exists

Chapter 13 Competency and Restoration

Procedure 13.1 Role of Competency Monitors

Procedure 13.2 Acquittee Call-Ins During Temporary Leaves effective 10-7-24