

Department of Mental Health  
**TRANSMITTAL LETTER**

|  |                                |                |
|--|--------------------------------|----------------|
| <b>SUBJECT</b><br><b>Numeric Index of DMH Policies, Notices, and Rules</b> |                                |                |
| <b>POLICY NUMBER</b><br><b>10.2</b>  | <b>DATE</b> <b>OCT 08 2009</b> | <b>TL#</b> 127 |

Attached is a numeric index of DMH policies, notices and rules. *Policies that also apply to private providers have an asterisk.*

This list contains the number, title, and effective date of each policy, notice and rule.

Staff who maintain DMH Policy and Procedure Manuals should review the attached list to ensure that current copies of all policies, notices and rules have been received. We recommend that rules be maintained in a manual near the DMH Policy and Procedures. This list will be updated and disseminated periodically as subsequent policies, notices and rules are issued. Current policies and rules are also available on the DMH website.

On the Internet, go to: [www.dmh.dc.gov](http://www.dmh.dc.gov) .

1. Click on Policies, Procedures and Rules located under “**Information**”.
1. Select DMH Policies or DMH Rules.
2. Select and click on the number of the policy or rule you wish to read/print.

**Policy Dissemination and Filing Instructions.** DMH managers/supervisors and contractors must ensure that staff are aware of the numeric index. Each staff person who maintains policy manuals must promptly file the attached current DMH Policies Index in the front of their **DMH** Policy and Procedures Manual, and the attached DMH Rules Index should be placed with the DMH rules. Contractors should ensure that these indexes are maintained in accordance with their internal procedures.

**ACTION**

**REMOVE AND DESTROY**

**DMH Policy and Procedures  
and DMH Rules Numerical Index**  
(dated November 25, 2008)

**INSERT**

**Numeric Index of DMH Policies and  
DMH Rules**



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Ana Veria, Director  
DMH, Policy Support Division

**NUMERIC INDEX OF CURRENT POLICIES AND NOTICES***\*Indicates policies that also apply to private providers*

| <b>POLICY NUMBER</b>   | <b>NAME</b>   | <b>CURRENT DATE</b> |
|--|---|---------------------|
| <b><u>00 – Cancellation Of Policies</u></b>                      |   |                     |
| 00<br>TL-93  | Cancellation of CMHS Policies System-wide   | December 10, 2007   |
| 00<br>TL-94  | Cancellation of CMHS Policies in All Areas<br>Expect SEH                                  | December 12, 2007   |
| <b><u>10 – Policy Listing</u></b>                                |   |                     |
| 10.1<br>TL-126   | Alphabetical/Subject Index of DMH Policies and<br>DMH Rules                               | October 8, 2009     |
| 10.2<br>TL-127   | Current DMH Numerical Index Policies and<br>DMH Rules                                     | October 8, 2009     |
| <b><u>100 - 199 MENTAL HEALTH AND MEDICAL ADMINISTRATION</u></b> |   |                     |
| 100.1<br>TL-12   | Distinction Between DMH Authority and<br>Provider Level Roles                             | June 5, 2002        |
| *115.1<br>TL-75  | Mortality Review  | July 15, 2005       |
| *TL-84   | Rev. DMH Form #22, Mortality Review Report  | September 14, 2006  |
| *115.2<br>TL-86  | Consumer Satisfaction Surveys   | March 6, 2007       |
| <b><u>200 - 299 ADMISSIONS OR RELATED REFERRALS</u></b>          |   |                     |
| *200.2<br>TL-14  | Continuity of Care for Adults   | July 25, 2002       |
| *200.3<br>TL-22  | Suspended Referral Status   | December 30, 2002   |
| *200.4<br>TL-30  | Providing Access and Services to Individuals<br>with Co-occurring Substance Use Disorders | September 22, 2003  |

**NUMERIC INDEX OF CURRENT POLICIES AND NOTICES***\*Indicates policies that also apply to private providers*

| <b>POLICY<br/>NUMBER</b>  | <b>NAME</b>  | <b>CURRENT DATE</b> |
|---|--|---------------------|
| *200.5<br>TL-88   | Continuity of Care Practice Guidelines for<br>Children and Youth       | May 11, 2007        |
| *220.1<br>TL-119  | DMH Officer-Agent Certification  | March 13, 2009      |
| <b><u>300 - 399 MENTAL HEALTH TREATMENT AND OTHER CLINICAL SERVICES</u></b> |  |                     |
| *300.1A<br>TL-120   | Level of Care Utilization System<br>(LOCUS/CALOCUS) Evaluations        | May 8, 2009         |
| *303.1C<br>TL-115   | Periodic Psychiatric Examinations                                      | December 24, 2008   |
| *303.3<br>TL-114  | Converting Civilly Committed Consumers to<br>Voluntary Status          | December 24, 2008   |
| *311.1<br>TL-02   | District of Columbia Medication Access<br>Project (DCMAP)              | February 12, 2002   |
| *311.2<br>TL-51   | Evidence-Based Psychotherapy   | August 4, 2004      |
| *340.1<br>TL-05   | DMH Hypothermia Policy   | April 22, 2002      |
| *340.3<br>TL-40   | Certification of Out-of-State Applicants As<br>MHRS Providers          | February 2, 2004    |
| *340.4<br>TL-67   | Services to Children and Youth in Natural<br>Settings                  | April 22, 2005      |
| *340.5<br>TL-68   | Maintaining Children and Youth in Their Homes                          | April 22, 2005      |
| *340.6<br>TL-91   | Provision of Assertive Community Treatment<br>(ACT) to Adult Consumers | November 7, 2007    |

**NUMERIC INDEX OF CURRENT POLICIES AND NOTICES***\*Indicates policies that also apply to private providers*

| <b>POLICY<br/>NUMBER</b>  | <b>NAME</b>  | <b>CURRENT DATE</b> |
|---|--|---------------------|
| <b><u>400 - 499 MEDICATIONS, CLINICAL RECORDS, AND CONSUMER INFORMATION</u></b>               |  |                     |
| *400.1<br>TL-69   | Pharmacy Services for Community-Based Consumers                        | April 22, 2005      |
| *450.1<br>TL-95   | Use of Electronic Signatures in Clinical Documentation                 | February 5, 2008    |
| 460.1<br>TL-98  | Subpoenas for Mental Health Records                                    | March 20, 2008      |
| *480.1A<br>TL-79  | DMH Major and Unusual Incident Reporting Procedures                    | December 22, 2005   |
| *482.1<br>TL-36   | DMH Policy on Protecting Consumers from Abuse                          | December 12, 2003   |
| <b><u>500 - 599 CONSUMER SERVICES, MOVEMENT OF CONSUMERS, DISCHARGE AND LEGAL AFFAIRS</u></b> |  |                     |
| *500.1A<br>TL-124   | Language Access for Individuals with Limited or No English Proficiency | September 2, 2009   |
| *508.1<br>TL-65   | Evidence Based Supported Employment Services                           | March 22, 2005      |
| *511.1<br>TL-73   | Access to Housing  | June 10, 2005       |
| *511.2<br>TL-74   | Providing Housing and Services to Homeless Consumers                   | June 10, 2005       |
| *511.3<br>TL-109  | DMH Guidelines on Nursing Facility Referrals and Required Reviews      | October 28, 2008    |
| *512.1<br>TL-64   | Neighborhood Legal Services  | January 28, 2005    |
| *513.1<br>TL-60   | Consumer's Petition for Writ of Habeas Corpus                          | December 14, 2004   |

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| <b>POLICY<br/>NUMBER</b>                       | <b>NAME</b>  | <b>CURRENT DATE</b> |
|--|--|---------------------|
| *515.1<br>TL-55                                | Advance Directives   | August 31, 2004     |
| *524.1<br>TL-78                                | Reporting Unauthorized Leave for Forensic Consumers Receiving Community Services   | December 12, 2005   |
| *525.1<br>TL-61                                | Designation of "Inactive/Discharge Status" for Child/Youth Consumers who are not in Active Treatment in a CSA  | December 20, 2004   |
| *525.2<br>TL-66                                | Designation of "Inactive/Discharge Status" for Adult Consumers who are not in Active Treatment in a CSA<br>(superseded DMH Policy 340.2, dated March 11, 2004) | April 22, 2005      |
| *525.3<br>TL-110                               | Residential Crisis Bed Self-Discharge and Against Medical Advice Discharge Procedures  | November 6, 2008    |
| *530.1<br>TL-17                                | SSI/SSDI Expedited Benefits Policy   | September 13, 2002  |
| *532.1<br>TL-18                                | Representative Payee   | November 22, 2002   |
| <b><u>600 - 699 GENERAL ADMINISTRATION</u></b> |  |                     |
| 610.1<br>TL-102                                | MHA Leadership Committees  | May 20, 2008        |
| *620.1C<br>TL-100                              | Administrator-On-Call  | April 14, 2008      |
| 621.2<br>TL-107                                | MHA Program Relocation and Space Assignment  | September 22, 2008  |
| 623.1<br>TL-121                                | Accountability for Government Property   | May 26, 2009        |
| 630.1A<br>TL-19                                | Uniform Language in Anti-Discrimination Issuances and EEO Notices  | November 22, 2002   |
| 640.1<br>TL-37                                 | Communication of Information to the Public   | December 13, 2003   |
| *645.1<br>TL-28                                | DMH Privacy Policies and Procedures  | July 16, 2003       |

## NUMERIC INDEX OF CURRENT POLICIES AND NOTICES

*\*Indicates policies that also apply to private providers*

| <b>POLICY<br/>NUMBER</b>                     | <b>NAME</b>  | <b>CURRENT DATE</b> |
|--|--|---------------------|
| *TL-41                                       | Appendix A, DMH Clinical Record Request Fee Schedule for DMH Privacy Policies and Procedures Operations Manual | February 23, 2004   |
| 670.1<br>TL-62                               | Preparing Decision Memorandums   | January 8, 2005     |
| *671.1<br>TL-07                              | Development of DMH Policy and Procedures   | May 9, 2002         |
| 681.1<br>TL-11                               | DMH Long Distance Telephone Calls  | May 28, 2002        |
| 681.2A<br>TL-33                              | Minimum Standards for Telephone-Based Customer Service   | October 6, 2003     |
| 686.1<br>TL-24                               | Electronic Mail (Email) Acceptable Use Policy  | May 27, 2003        |
| 686.2<br>TL-25                               | Internet Access and Acceptable Use Policy  | May 27, 2003        |
| <b><u>700 - 799 PERSONNEL MANAGEMENT</u></b> |  |                     |
| 700.1<br>TL-48                               | DMH Personnel Services   | June 16, 2004       |
| 710.1<br>TL-49                               | Employee Conduct   | July 6, 2004        |
| 712.1<br>TL-23                               | Areas of Consideration for Department of Mental Health Vacancies   | March 21, 2003      |
| 713.1<br>TL-53                               | Recruitment Advertising and Offers of Appointment  | August 16, 2004     |
| *713.2<br>TL-113                             | Volunteer Services Program   | December 09, 2008   |
| *716.1<br>TL-34                              | Health Screening Policy  | October 21, 2003    |

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|--------------------------|--|---------------------|
| *716.3<br>TL-108         | Mandatory Drug and Alcohol Testing for<br>Employees who Serve Children or Youth  | October 15, 2008    |
| *716.4<br>TL-83          | Criminal Background and Traffic Record Check<br>Policy with Exception memo approved 3-16-07  | July 25, 2006       |
| *716.5<br>TL-101         | Criminal Background Check Program for Certain<br>Unlicensed Personnel  | April 21, 2008      |
| 717.1<br>TL-32           | Administration and Use of Overtime   | October 3, 2003     |
| 717.2<br>TL-57           | Voluntary Leave Transfer Program   | September 1, 2004   |
| 717.3<br>TL-103          | Alternative Work Schedules   | May 30, 2008        |
| 717.4<br>TL-105          | Telecommuting  | August 7, 2008      |
| 718.1<br>TL-116          | Employee Identification Card Program   | February 4, 2009    |
| 740.2<br>TL-44           | DMH Orientation of New Employees   | June 2, 2004        |
| 750.2A<br>TL-56          | Travel and Training Reimbursement Policy<br>With Exception memo approved 10-26-07  | September 1, 2004   |
| 760.1A<br>TL-122         | DMH Americans with Disabilities Act and<br>Human Rights Act Grievance Procedure for<br>Employees and Applicants                            | May 28, 2009        |
| 760.2A<br>TL-123         | Provision of Reasonable Accommodations in the<br>Workplace Under the Americans with Disabilities<br>Act (ADA) for Employees and Applicants | July 7, 2009        |
| *760.3<br>TL-125         | Communication Alternatives for People with<br>Disabilities   | September 9, 2009   |
| 770.1A<br>TL-118         | Clearance of Personnel for Separation or Transfer  | February 4, 2009    |
| 770.2A<br>TL-117         | Exit Interviews for Employees Who Separate   | February 4, 2009    |

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| <b>POLICY<br/>NUMBER</b> | <b>NAME</b>                   | <b>CURRENT DATE</b> |
|--------------------------|-------------------------------|---------------------|
| 770.3<br>TL-52           | Reporting an Employee's Death | August 16, 2004     |

**800 - 899 PROCUREMENT, SUPPLIES, AND SERVICES**

|                 |  |                |
|-----------------|--|----------------|
| 801.1<br>TL-76  | Inter-agency and Intra-agency Agreements | August 1, 2005 |
| 811.1A<br>TL-26 | DMH Portable Communication Equipment     | June 6, 2003   |

**900 - 999 FINANCIAL MANAGEMENT**

|                   |               |                |
|-------------------|---------------|----------------|
| *911.1A<br>TL-106 | Claims Audits | August 8, 2008 |
|-------------------|---------------|----------------|

**1000 DMH Manuals**

|                  |                   |                  |
|------------------|-------------------|------------------|
| *1000.1<br>TL-92 | DMH Grants Manual | December 6, 2007 |
|------------------|-------------------|------------------|

**DMH NOTICES**

|               |                                       |                  |
|---------------|---------------------------------------|------------------|
| 750A<br>TL-97 | Driving District Government Vehicles  | March 6, 2008    |
| *801<br>TL-96 | Review of RFP's for Clinical Services | February 7, 2008 |

**CURRENT DMH RULES INDEX**  
(with DISTRICT OF COLUMBIA REGISTER (DCR) LOCATION)

OCT 08 2009

| <b>CHAPTER, TITLE<br/>(DCR) LOCATION</b> | <b>NAME</b> | <b>DATE PUBLISHED</b> |
|--|-------------|-----------------------|
|--|-------------|-----------------------|

**FINAL RULES**

|                                       |  |                   |
|---------------------------------------|--|-------------------|
| Chapter 1 Title 22A 49<br>DCR 11245   | Consent to Treatment   | December 13, 2002 |
| Chapter 3 Title 22A<br>50 DCR 8480    | DMH Consumer Grievance Procedures  | October 10, 2003  |
| Chapter 5 Title 22A<br>52 DCR 7229    | Use of Restraints and Seclusion  | August 5, 2005    |
| Chapter 9 Title 29 50<br>DCR 7176     | Amendment to Accreditation of RTCs   | August 29, 2003   |
| Chapter 12 Title 22A<br>49 DCR 5811   | Priority Populations   | June 21, 2002     |
| Chapter 22 Title 22A<br>52 DCR 7026   | Standards for Supported Housing for<br>Consumers                                   | July 29, 2005     |
| Chapter 33 Title 16 49<br>DCR 9857    | Department of Mental Health Civil Infractions                                      | November 1, 2002  |
| Chapter 33 Title 22A<br>56 DCR 003499 | DC Community Service Agency Consumer<br>Transition Voucher                         | May 1, 2009       |
| Chapter 34, Title 22A<br>52 DCR 5682  | MHRS Provider Certification Standards (Also<br>see Amendment to Section 3422, CBI) | June 17, 2005     |
| Chapter 34, Title 22A 53<br>DCR 9197  | Amendment to Section 3422 Community Based<br>Intervention                          | November 10, 2006 |
| Chapter 35, Title 16<br>52 DCR 4970   | MHRS Provider Certification Infractions  | May 27, 2005      |
| Chapter 35, Title 16<br>52 DCR 4962   | Community Residence Facility Infractions   | May 27, 2005      |
| Chapter 44 Title 22A<br>54 DCR 011052 | Mental Health Grants   | November 16, 2007 |

**CURRENT DMH RULES INDEX**  
 (with DISTRICT OF COLUMBIA REGISTER (DCR) LOCATION)

| <b>CHAPTER, TITLE<br/>(DCR) LOCATION</b> | <b>NAME</b>   | <b>DATE PUBLISHED</b> |
|--|---|-----------------------|
| Chapter 52 Title 29<br>56 DCR 006991     | Medicaid Reimbursement for Mental Health<br>Rehabilitative Services | August 28, 2009       |
| Chapter 76, Title 22<br>55 DCR 007561    | Department of Mental Health Officer-Agent<br>Certification          | July 11, 2008         |
| <b><u>PROPOSED RULES</u></b>             |   |                       |
| Chapter 23 Title 22A<br>56 DCMR 005083   | Home First Subsidies for Mental Health<br>Consumers                 | June 26, 2009         |

*Questions related to DMH rules should be addressed to the DMH General Counsel at (202) 673-1936.*