

**Department of Mental Health
TRANSMITTAL LETTER**

SUBJECT Cancellation of CMHS Policies in All Areas EXCEPT SEH		
POLICY NUMBER SEE BELOW	DATE DEC 12 2007	TL# 94

Purpose. The purpose of this transmittal letter is to cancel certain CMHS policies in all areas except St. Elizabeths Hospital (SEH), **and** to **TRANSFER** responsibility for those policies to SEH.

Since the Department of Mental Health (DMH) functions are separated into three distinct components (Mental Health Authority [MHA], SEH, and, D.C. Community Services Agency [DCCSA]), former CMHS policies will continue to be superseded by new DMH policies; cancelled if no longer needed at all; and/or transferred to those DMH components to which they still apply.

The policies cited below for cancellation (and transfer to SEH responsibility) apply to Saint Elizabeths Hospital and there is no longer a requirement that they be maintained by the Mental Health Authority, D.C. Community Services Agency, or others. **These policies should not be cancelled for Saint Elizabeths Hospital based on this transmittal. Saint Elizabeths Hospital shall be responsible for updating or canceling the policies, as they deem appropriate, and notifying SEH staff of current procedures.**

Applicability. Applies to the Mental Health Authority, DC Community Services Agency, St. Elizabeths Hospital, and contractors/recipients of policies.

Policy Clearance. Reviewed by affected responsible policy staff at SEH and DCCSA and MHA managers, where applicable.

Policy Dissemination and Filing Instructions. It is important that managers and supervisors ensure that staff are informed of the cancellation of these policies, especially those who maintain the CMHS policy manuals. Each staff person (other than SEH staff) who maintains CMHS policies for the Authority, DCCSA, or other organizations should promptly remove and destroy the policies indicated on the following pages.

ACTION

REMOVE AND DESTROY

POLICY	TITLE	DATE ISSUED
110.2 TN-646	Managing a Staff Member's Request to be Excused From Aspects of Patient Care or Service	March 16, 1998
115.4 TN-284	Standards of Ethical Practice	August 10, 1990
115.5 TN-639	CMHS Code of Ethical Behavior	October 28, 1997
122.1E TN-644	Guidelines for the Assignment of Clinical Privileges for	February 26, 1998

Medical Staff

122.2C TN-578	Bureau Credentials/ Privileges Files	May 6, 1996
201.1 TN-299	Patient Identification Methods at the CMHS	November 21, 1990
250.3 TN-108	Federal Reservation Cases	September 15, 1988
300.1C TN-730	Referral of Hospitalized and Community Served Consumers for Consultation, Treatment and Services	September 25, 2000
304.1B TN-705 TN-750	Psychology Programs and Services Pen & Ink Change	March 30, 2000 May 4, 2001
306.1B TN-629	Patient/Client and Family Education	May 28, 1997
311.5A TN-670 TN-727	Prevention of Patient Suicide Pen & Ink Change	January 27, 1999 September 25, 2000
311.7 TN-725	Guidelines for Psychiatrists to Manage Tardive Dyskinesia	September 25, 2000
312.1A TN-478	Patients' Camping Program	May 3, 1994
312.2A TN-713	Referral of Consumers for Art Therapy, Dance/Movement Therapy, Music Therapy, Bibliotherapy and Psychodrama Services	May 26, 2000
312.3B TN-547	Occupational Therapy Services	August 24, 1995
312.6D TN-618	CMHS Vocational Rehabilitation Services	January 22, 1997
312.8B TN-684	Educational Rehabilitation Branch Services	August 9, 1999
312.9B TN-635	Recreation Therapy Services	September 17, 1997
312.10A TN-649	Recreation Therapy Facilities Management	April 17, 1998
315.1A TN-135	Behavior Therapy Programs	September 27, 1988

315.2 TN-436	Smoking Cessation Therapies	May 26, 1993
320.1 TN-119 TN-632	Patient Telephone Privileges	September 20, 1988
	Pen & Ink Change	August 29, 1997
351.1 TN-100	Medical Identification Emblems	September 8, 1988
354.1F TN-714 TN-674	Infection Control Program	June 6, 2000
	Appendix - Exposure Control Manual	March 29, 1999
354.2D TN-610	Sexually Transmitted Disease Control Program	November 12, 1996
354.3C TN-721	Tuberculosis Control Program	August 22, 2000
354.7C TN-553	Medical and Infectious Waste Management	September 25, 1995
354.10B TN-469	Proper Use and Disposition of Multiple-Dose Vials	January 7, 1994
360.1A TN-260 TN-586	Dental Clinic	January 22, 1990
	Pen and Ink Change	July 9, 1996
364.1A TN-732	Obtaining Prosthesis or Appliances	September 29, 2000
370.1A TN-375 TN-570	Laboratory Services and Reports	May 20, 1992
	Pen and Ink Change	February 22, 1996
382.1E TN-622 TN-667	Death of Patients Away from the CMHS, St. Elizabeth Campus CMHS Addendum No. 1 or on out pt status	February 21, 1997 January 20, 1999
400.1C TN-702	Disposition of Unused Medication	March 28, 2000
400.2E TN-637	Stocking and Maintaining Emergency Drug Kits in Patient/Client Care Areas	September 24, 1997
400.3A TN-386	Pharmacy Services	August 19, 1992
400.4 TN-117	Procedure for Return of Drug(s) to Pharmacy	September 20, 1988

410.2D TN-588	Securing Medications Under Special Circumstances	July 15, 1996
410.3 TN-712	New/Non-Formulary Drug Request	June 09, 2000
430.3B TN-572	Prescription of FDA-Approved Medications for Unlabeled Uses	March 18, 1996
430.4A TN-476	Intravenous Sedation Policy and Procedures Use by dental	May 5, 1994
430.8A TN-467 TN-709	Investigational Drugs Pen and Ink Change	January 3, 1994 April 25, 2000
440.1 TN-677	Pharmacy Drug Recall	May 17, 1999
455.1D TN-668	Social Work Documentation Requirements	January 25, 1999
455.2 TN-638	Psychiatric Assessment Requirements	October 9, 1997
460.3A TN-361	Use of CMHS Audio-Visual Equipment and Services	March 2, 1992
481.1A TN-551	Human Bites	September 29, 1995
483.1 TN-190	Patients'/Clients' Allegation of Rape	June 5, 1989
503.2A TN-433	Nutritional Services for Outpatients	May 26, 1993
503.3B TN-631	Clinical Nutrition Services	July 1, 1997
503.4A TN-487	Obtaining Food & Food Items for Patient/Client Activities	August 4, 1994
506.2 TN-176	Use and Safekeeping of Metro Tokens and Handicapped Tickets	June 5, 1989
506.3 TN-173	Use and Safekeeping of DHS Taxi Vouchers	June 5, 1989
511.5B TN-707	Nursing Care Facilities	March 30, 2000
514.1A	Chaplain Services	September 18, 1997

TN-634		
523.3D TN-619	Emergency Services Plan	January 22, 1997
524.1A TN-664	Unauthorized Leave	December 4, 1998
525.1 TN-90	Discharge or Transfer of Voluntary Patients	September 8, 1988
525.2 TN-91	Discharge/Transfer of Non- Protesting Patients	September 8, 1988
525.4 TN-25	Discharge of Virgin Islands Patients	June 7, 1988
526.1 TN-255	Definition of Patient Status	December 7, 1989
530.2 TN-266	Patients' Title II Social Security Disability Benefits	March 16, 1990
533.1 TN-16	Gifts for Patients	May 13, 1988
5330.1C	Use of Gift Funds	October 15, 1984
620.1A TN-538	Standard Operating Procedures for the On Call Representative	June 19, 1995
621.4A TN-648 TN-653	Program Relocation, Space Assignment and Utilization Pen & Ink Change	March 31, 1998 August 4, 1998
621.5 TN-208 TN-584	Integrated Pest Management (Pest Control) Pen and Ink Change	June 5, 1989 June 24, 1996
623.1 TN-274	Accountability For Personal Property	April 18, 1990
623.2 TN-448	Standards For Safeguarding Personal Property And Equipment	August 9, 1993
650.1D TN-563 TN-636 TN-616	Safety and Environmental Health Management Program Revised Chapter 16 Revised Chapter 19	October 23, 1995 September 26, 1997 January 23, 1997
650.2A TN-579	Elevator Evacuation Policy	May 8, 1996

651.1 TN-647	Bomb Threats	March 16, 1998
660.1E TN-724	Requests for Police Assistance	September 18, 2000
663.1 TN-159	Government-Owned Food	February 10, 1989
667.1A TN-697	Regulations on the Use of Pets for Therapeutic Purposes and on Stray Dogs, Cats, and Other Animals	February 22, 2000
675.1 TN-304	Use of Reproduction Equipment	January 31, 1991
713.2 TN-177	Clinical Services Performed By Volunteer Physicians	June 5, 1989
716.2B TN-540 TN-693	Employees' Occupational Health Services Pen and Ink Change	June 28, 1995 January 6, 2000
716.3B	Health Sciences Library	July 14, 1992
716.5 TN-201 TN-313	CMHS Uniforms and Laundry Service Pen and Ink Changes	June 5, 1989 April 4, 1991
717.4A TN-607	Employees' Participation in the Camping Program	November 12, 1996
732.1 TN-662	Staff Competency Program	November 9, 1998
740.1C TN-506	Staff Development Plan	November 9, 1994
740.2A TN-495	Professional Training of Interns and Residents in Medical and Allied Health Disciplines	October 25, 1994
740.5A TN-521	Non-Compensated Trainee Affiliates	November 8, 1994
740.7A TN-342	Training Program for the Prevention and Management of Assaultive/Aggressive Behavior	October 18, 1991
740.8A TN-435	Guidelines for Developing Approved Continuing Education for CMHS Clinical Staff	May 26, 1993
TN-613	Pen & Ink Change	December 18, 1996

