

## Tip Sheet: Required Policies and Procedures & Where to Locate in SUDPOH

Topic of Policy	SUDPOH Section
Trauma-informed treatment approaches Integrating into P&Ps	Section A: County of San Diego DMC-ODS
Practices consistent with the requirement to adhere to CLAS Standards	Section A: County of San Diego DMC-ODS Section G: Quality Management
Care transition/care coordination process consistent with SUDPOH	Section A: County of San Diego DMC-ODS Section D: Service Delivery
Emergency medical conditions/emergency medical care.	Section D: Service Delivery
Monitoring and follow up of missed scheduled appointments (for both new referrals and current clients) consistent with the SUD-POH	Section D: Service Delivery
Eligible Populations and “target populations” policies, procedures and protocols.	Section D: Service Delivery
Written admission and readmission criteria for determining client eligibility and medical necessity. Admission P&Ps to ensure services to target population, comply with non-discrimination, and compliance with entry criteria	Section D: Service Delivery Section E: SUD Program Requirements Section G: Quality Management
Federal and State Health and Human Services priority populations and entry criteria.	Section D: Service Delivery
Medical Director to develop and implement medical policies/standards for the program.	Section E: SUD Program Requirements
Providing appropriate supports to clients during a relapse episode.	Section E: SUD Program Requirements
Employees, subcontractors, subcontractor employees, and volunteers adhere to the highest ethical and legal conduct. Specific volunteer staff requirements.	Section E: SUD Program Requirements
Staff awareness and compliance with Trafficking Victims Protection Act	Section E: SUD Program Requirements
Internal quality assurance and improvement activities, and maintaining an internal systems of controls and monitoring	Section G: Quality Management
How to address and track all client complaints/grievances	Section G: Quality Management
Personnel Policies meeting all requirements in SUDPOH	Section G: Quality Management
Medication Monitoring	Section G: Quality Management
Program Integrity	Section G: Quality Management
Paid Claims Verification	Section G: Quality Management
Supervision related to monitoring ASAM and EBPs	Section G: Quality Management



### DMC-ODS REQUIRED POLICIES & PROCEDURES

*This document is a training tool and is subject to change. Please refer to the SUDPOH for current processes, rates, and expanded details.*