



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

| | |
|---|-----------------------------|
| Section - QUALITY ASSURANCE | Effective: 5/19/2010 |
| Policy - #44 COMPLIANCE PLAN | Revised: |
| Director's Approval <u><i>Ann Detrick</i></u> | Date <u>5/26/10</u> |
| Deputy Director's Approval <u><i>M. Garity</i></u> | Date <u>5/20/10</u> |
| Form Ref. - | Reviewed: |
| Author(s) - Marianne Garity, Deputy Director | |

POLICY:

The Compliance Plan specifies and clarifies Alcohol, Drug and Mental Health Service (ADMHS) commitments, values, and expectations of employees in conducting ADMHS business. In addition, the Compliance Plan offers employees reference points upon which to focus in carrying out the highest quality of care / service delivery. The Compliance Plan will assist ADMHS in meeting its goals with integrity and in a manner that is responsive to our employees, clients, their families, and communities. The Compliance Plan affirms the commitment of ADMHS to abide by the utmost ethical and legal standards.

Legal Citation:
CFR, Title 42, Section 438.608

PROCEDURE:

1. Each employee and contractor-on-payroll of the Department will be notified that the attached Compliance Plan is available on the Department web site (www.admhs.org), and that all employees and contractors-on-payroll are expected to be familiar with the contents of the Plan.
2. At the time of hire, the provisions of the Compliance Plan will be reviewed with new employees and contractors along with the Code of Conduct.
3. Should an employee express concerns over any portion of the Compliance Plan, this shall be a subject of discussion between the employee and his or her manager. If, after that discussion, the staff member continues to have concerns, he/she may submit a memorandum for the record noting all aspects of the discussion, and a copy will be filed as an addendum to the signed affirmation. Such memoranda shall not exempt any employee of the Department or a contracted provider from adherence to the Compliance Plan.

4. Employees and contractors-on-payroll will be required to complete an annual Compliance Plan and Code of Conduct training. The Quality Assurance program will maintain a log of attendance at the training.
5. The log of employees and contractors-on-payroll who have completed the training will be forwarded by the Quality Assurance Manager to the Compliance Officer and placed on the Compliance Committee agenda for further action.
6. Violation of the Compliance Plan may result in disciplinary action up to and including termination of employment.

Assistance:

Reference:

Replaces: