


## Official Policy Manual: Introduction: How to Use the Policy Manual

 <b>Office of Mental Health</b>  Official Policy Manual <b>Directive</b>	Section Introduction	Section # I-200
	Title How to Use the Policy Manual	
	Date Issued 08/28/87	Transmittal Letter (T.L.) 87-11

### A. Organization of the Manual

Policy directives contained within the OMH Official Policy Manual are arranged into eight sections – Introduction, Administration, Patient Care, Operational Management, Planning, Research, Financial Management, and Quality Assurance. Each section reflects a major functional area. The organization of the policy manual will help staff to locate a directive quickly.

### B. System of Codification

Each policy directive is given a letter and numerical designation. The letter designation identifies the specific functional section to which the policy directive relates. The numerical designation identifies the topical area within the functional section where the policy directive appears.

The letter designations are as follows:

- I Introduction
- A Administration
- PC Patient Care
- OM Operational Management
- P Planning
- R Research
- FM Financial Management
- QA Quality Assurance

Example:

Policy Directive Designation:      A-205    State Operated Psychiatric Facility Service Districts

A: Located in functional section entitled  
“ADMINSTRATION.”

205: Located in topical area entitled “*OMH Organization, Structure and Activities*” within the Administration section.


State Operated Psychiatric  
Facility Service Districts:

Title of the specific policy directive.

## Introduction: How to Use the Policy Manual

### C. Heading of the Policy Directive

All policy directives contained within the OMH Official Policy Manual will appear with the following heading. The heading will include the date the policy directive was issued, the number of the transmittal letter, the page number and total pages of the policy directive, the policy directive designation (section #), the functional section and topical area containing the policy directive, and the title of the policy directive. For purposes of illustration, an example of a specific policy directive heading is provided.

 <b>Office of Mental Health</b>  Official Policy Manual <b>Directive</b>	Section Administration – Organization, Structure and Activities		Section # A-205
	Title State Operated Psychiatric Facility Service Districts		
	Date Issued 06/06/86	T.L. 86-1	Page 2 of 7

### D. Format of the Policy Directive

All policy directives contained in the OMH Official Policy Manual will follow a specific format comprised of four major sections.

- 1) **Policy Statement** – Specifies the purpose and applicability of the topic being addressed.
- 2) **Relevant Statutes and Standards** – Identifies specific laws, regulations and other published standards that relate to the topic addressed by the policy directive.
- 3) **Definitions** – Contains the meaning of key terms used in the policy directive.
- 4) **Body of the Directive** – Consists of principles and directions for the implementation of the policy directive. The organization of this section of the policy directive will vary depending upon the nature of the topic addressed.