


## Introduction: Listing of Procedure Manuals

 <b>Office of Mental Health</b>  Official Policy Manual <b>Directive</b>	Section Introduction	Section # I-500
	Title  Listing of Procedure Manuals	
	Date Issued 08/28/87	Transmittal Letter 87-14

### A. Policy Statement

This policy directive lists all the specialized procedure manuals developed centrally by the Office of Mental Health (OMH). These manuals are to be followed by each State operated psychiatric facility in the day to day implementation of OMH policy. Each facility director is responsible for ensuring that these procedure manuals are readily available to appropriate staff.

The organization of the listing of procedure manuals by functional area in this policy directive corresponds to the organization of the Table of Contents of the OMH Official Policy Manual. The listing also specifies where each manual may be obtained.

The existence of a statewide procedure manual does not preclude the need for a facility-specific procedure manual which delineates the manner in which OMH policies and procedures will be implemented at the facility level.

### B. Relevant Statutes and Standards

Not applicable.

### C. Definitions

Not applicable.

### D. Body of the Directive

This policy directive consists of five components:

- 1) Patient Care Procedure Manuals
- 2) Operational Management Procedure Manuals
- 3) Research Procedure Manuals
- 4) Financial Management Procedure Manuals
- 5) Quality Assurance Procedure Manuals

(Note: Unless otherwise specified, the offices/bureaus from which the following manuals may be obtained are located at the Office of Mental Health, 44 Holland Avenue, Albany, New York 12229. Manuals developed by the *Bureau of Capital Operations* may be obtained from Capital District Psychiatric Center, Unit Q, 75 New Scotland Avenue, Albany, New York 12208. Manuals developed by the *Bureau of Facility Support Assessment and Operations* may be obtained from Capital District Psychiatric Center, Unit R.)

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### 1) Patient Care Procedure Manuals

- a. Family Care Manual (*Bureau of Family Services, Operations Division*).
- b. Psychotherapeutic Drug Manual (*Bureau of Health Policy and Services, Clinical Programs Division*).

### 2) Operational Management Procedure Manuals

- a. Administrative Support Procedure Manual (Administration and Support Division) – The following manuals are sections included in the Administrative Support Procedure Manual and may be obtained from the specified office/bureau:
  - i. Community Procedures Manual (*Bureau of Capital Operations, Capital District Psychiatric Center*).
  - ii. Facility Engineering Manual (*Bureau of Capital Operations, Capital District Psychiatric Center*).
  - iii. Facility Safety and Security Manual (*Bureau of Facility Support Assessment and Operations, Capital District Psychiatric Center*).
  - iv. Housekeeping Manual (*Bureau of Facility Support Assessment and Operations, Capital District Psychiatric Center*).
  - v. Leased Space Manual (*Bureau of Capital Operations, Capital District Psychiatric Center*).
  - vi. Nutrition Services Procedure Manual (*Bureau of Facility Support Assessment and Operations, Capital District Psychiatric Center*).
  - vii. Transportation Manual (*Bureau of Facility Support Assessment and Operations, Capital District Psychiatric Center*).
- b. DMHIS Terminal Operator's Guide (User's Guide, Honeywell Operating System, *Information Systems Office, Administration and Support Division*).
- c. Reference Diet Manual (Reference Guide, *Bureau of Facility Support Assessment and Operations, Administration and Support Division, Capital District Psychiatric Center*).
- d. Personnel Management System (PMS) Manual (User's Guide, Honeywell Operating System, *Information Systems Office, Administration and Support Division*).
- e. Physicians' Extra Service Program Policy and Procedure Manual (*Office of Personnel Programs, Administration and Support Division*).
- f. Property Ledger/Equipment Inventory System (User's Guide, *Information Systems Office, Administration and Support Division*).
- g. Information Systems Office Policy and Process Manual (*Information Systems Office, Administration Program and Support Division*).
- h. Service Recording Training Manual (User's Guide, *Information Systems Office, Administration and Support Division*).
- i. Work Control Manual (User's Guide, *Information Systems Office, Administration and Support Division*).

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- j. Work Control Manual (User's Guide, *Information Systems Office, Administration and Support Division*).

### 3) Research Procedure Manual

- a. Research Involving Human Subjects: Manual for Institutional Review Boards (*Research Foundation*).

### 4) Financial Management Procedure Manuals

- a. Facility Business Office Manual – This manual is a section included in the Administrative Support Procedural Manual (*Bureau of Financial Management, Administration and Support Division*).
- b. Cost Reporting Manual (*Bureau of OMH Facility Costing and Rate Setting, Finance Group*).
- c. Patient Resources Manual (*Bureau of Patient Resources, Finance Group*).

### 5) Quality Assurance Procedure Manuals

- a. Uniform Case Record Policy and Procedure Manual (*Utica Print Shop*).
- b. Utilization Control Manual (*Bureau of Monitoring and Evaluation, Quality Assurance Division*).