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:
      vii. Transportation Manual (Bureau of Facility Support Assessment and Operations, Capital District Psychiatric Center).
   e. Physicians’ Extra Service Program Policy and Procedure Manual (Office of Personnel Programs, Administration and Support Division).
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3) **Research Procedure Manual**

4) **Financial Management Procedure Manuals**

5) **Quality Assurance Procedure Manuals**
   a. Uniform Case Record Policy and Procedure Manual (Utica Print Shop).