

# SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

## POLICY AND PROCEDURE MANUAL

**Date of Issue:** 4/19/17

**Section Number** 608

**Date Revised:**

### **Policy 608 – OBMAT ORIENTATION**

Every person admitted to the SHCMHC OBMAT program will receive program orientation. The orientation shall be made verbally at the earliest opportunity. Information provided in the orientation will be given to the patient in writing at the time the decision is made to admit the patient, regardless of his or her condition, and shall include a formal agreement of informed consent to be signed by the patient.

Orientation shall include the following:

- An explanation of the rights and responsibilities of the patient.
- An explanation of the patient's right to file a grievance and applicable appeal procedures.
- An explanation of the services and activities provided by the OBMAT program, either onsite or by referral, including:
  - Expectations and rules
  - Hours of operation
  - Access to after-hours services
  - Confidentiality policy
  - Toxicological screening and random drug-testing policies
  - Sanctions, restrictions and other penalties
  - Interventions
  - Incentives
  - Various discharge criteria, including, but not limited to, administrative and medical withdrawal policies and procedures.
- An explanation about obtaining reports from the Controlled Substances Monitoring Program database; how the reports are used to treat and monitor the patient and the requirement that the reports be maintained in the patient files.
- An explanation of any and all financial obligations of the patient; all fees charged by the SHCMHC OBMAT program.
- Any financial arrangements for services provided by the SHCMHC OBMAT program, including the requirements stated in West Virginia Code § 16-5Y-5(e).
- Familiarization with the OBMAT program facility and premises.

A description of the SHCMHC OBMAT program's policies regarding:

- Use of alcohol on or prior to entering the facility and premises.
- Smoking
- Illicit or licit drugs brought into the program or onto the premises.

- Weapons brought into the program or onto the premises.
- Identification of the counselor assigned to the patient and contact information for that counselor.

A copy of the SHCMHC OBMAT program rules identifying the following:

- Any restrictions the program may place on the patient.
- Events, behaviors or attitudes that may lead to the loss of rights or privileges for the patient.
- Means by which the patient may regain rights or privileges that have been restricted.
- An explanation of the purpose and process of the initial and subsequent physical and biopsychosocial assessments.
- A description of how the individualized plan of care or treatment plan and coordination of care agreement will be developed and the patient's expected participation in the plan of care or treatment plan.

Upon admission, each patient shall receive the following written information.

A handbook to include:

- Signs and symptoms of overdose and when, where and how to seek emergency assistance.
- A formal agreement of informed consent to be signed by the patient.
- A signed copy of the coordination of care agreement.
- Patient's rights.
- Confidentiality policies.
- Information on alternative methods available for treatment of substance use disorder and the potential benefits and risks.

The SHCMHC OBMAT program will contact the state opioid treatment authority for informational materials to be used in discussing alternative treatments.

As soon as the patient is stable and capable of understanding, the patient shall receive group and/or individual education on the following:

- The nature of substance use disorder, including the great likelihood that substance use disorder is a relapsing disease and is likely to have grave medical and social consequences if not treated on an ongoing basis.
- The anticipated benefits of treatment.
- The nature of the recovery process
- HIV spectrum and other infectious diseases.
- Potential drug interactions.
- Self-help groups.

- Medical issues related to detoxification from medication-assisted treatment medications.
- The special risk of withdrawal from the medication-assisted treatment medication prescribed to the individual patient and detoxification to pregnant women and the fetus, as appropriate.
- Characteristics of the medications or prescribed by the program.
- Drug safety issues.
- Side effects of medications administered or prescribed by the program.
- Documentation that the patient has completed the orientation shall be completed and signed by the patient and maintained in the patient's chart and individualized treatment plan.