



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 6, CHAPTER 5, POLICY 019

DRUG MEDICAL ORGANIZED DELIVERY SYSTEM

CODE OF CONDUCT REQUIREMENTS

POLICY NUMBER:	6-5-019
SYSTEM OF CARE:	SUBSTANCE USE DISORDERS
FINALIZED DATE:	11.15.2020
EFFECTIVE:	10.01.2020
SUPERSEDES # :	6-5-18 DMC-ODS Medical Director Policy

- A. PURPOSE:** To inform Yolo County Health and Human Services Agency (HHSA) staff and Network Providers of the requirement to have a written code of conduct that pertains to all staff, paid employees, contracted employees and volunteers.
- B. FORMS REQUIRED:** N/A
- C. DEFINITIONS:** N/A
- D. POLICY:** It is the policy of the Yolo County DMC-ODS county-operated, provider contracted, or provider sub-contracted (includes independent contractors through a third-party) to maintain Code of Conduct requirements.
- E. PROCEDURE:**
 - 1. DMC-ODS Organizational Provider Shall:**
 - a. Establish written roles and responsibilities and a code of conduct that pertains to all staff, paid employees, contracted employees and volunteers, including the SUD

Medical Director, which will be clearly documented, signed and dated by the provider and organizational provider representative.

- b. File signed copies of code of conduct in the appropriate individual's personnel file.
- c. Provide instruction to report for each staff, paid employee, contracted employees and volunteer any observation or evidence of violation of beneficiary's rights.
- d. Post a code of conduct in a public area and made available to beneficiaries.
- e. Ensure the written code of conduct shall address at a minimum, all of the following:
 - i. Use of drugs and/or alcohol on the premises and when off the premises;
 - ii. Prohibition of social/business relationships with beneficiaries or their family members for personal gain;
 - iii. Prohibition of sexual contact with beneficiaries;
 - iv. Conflict of interest;
 - v. Providing services beyond scope;
 - vi. Discrimination against beneficiaries or staff;
 - vii. Verbally, physically, or sexually harassing, threatening or abusing beneficiaries, family members or other staff;
 - viii. Protection of beneficiary confidentiality;
 - ix. The elements found in the code of conduct(s) for the certifying organization(s) the program's counselors are certified under; and
 - x. Cooperation with complaint investigations
- f. Personnel files shall be maintained on all employees contracted positions, volunteers, and interns and shall contain, at a minimum, all of the following:
 - i. Employee's Full Name;
 - ii. Driver's License number, class and expiration date if the employee is to transport residents;
 - iii. Date of employment;
 - iv. Home address and phone number;
 - v. Application for employment and resume;
 - vi. Signed Employment confirmation statement/duty statement;
 - vii. Job description shall include:
 - a. Position title and classification;
 - b. Duties and responsibilities;
 - c. Lines of supervision; and
 - d. Education, training, work experience and other qualifications for the position;
 - viii. Salary schedule and Salary adjustments information;
 - ix. Employee performance evaluations;
 - x. Health records including a health screening report or health questionnaire, Programs may use DHCS Form 5105 (7/13) for the health questionnaire;
 - xi. Tuberculosis test results as required;
 - xii. Other personnel actions (e.g. commendations, discipline, status change, employment incidents and /or injuries);

- xiii. Training documentation relative to substance use disorders and treatment;
 - xiv. Current registration, certification, intern status, or licensure
 - xv. Proof of continuing education required by licensing or certifying agency and program; and
 - xvi. Provider's Code of Conduct
 - xvii. Termination date if no longer employed by the facility
- g. Comply with applicable local, state, and federal employment practice laws;

F. REFERENCES:

- 1. IA, Exhibit A – Attachment 1, Program Specifications
- 2. MQDTS
- 3. Title 9 CCR § 10565 and CCR § 10110
- 4. AOD Certification Standards: 13010

Approved by:

11.20.20

Karen Larsen, Director
Yolo County Health and Human Services Agency

Date