Renewed: 09/25/91
Updated: 02/27/95
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Updated:_____

POLICY MANUAL

State ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Board of Behavioral Health and Developmental Services
Department of ~~Mental Health, Mental Retardation and Substance Abuse~~ Behavioral Health and Developmental Services

POLICY 2011 (ADM ST BD) 88-3 ~~Naming, Buildings, Rooms and Other Areas at~~ Changing the Names of State Facilities

Authority

Board Minutes Dated: June 22, 1988
Effective Date: August 24, 1988
Approved by Board Chairman: s/James C. Windsor

References

~~§ 37.1-10, *Code of Virginia* (1950), as amended, Powers and Duties of the Board~~
~~§ 37.1-34, *Code of Virginia* (1950), as amended, Board may change names of facilities~~
§ 37.2-200 of the Code of Virginia (1950)

Background

The ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board has a long ~~reserved the decision for~~ history of naming buildings at ~~the various~~ state hospitals and training centers, hereafter referred to as state facilities ~~of~~ operated by the Department.

In 1981, the ~~State~~ Board asked the Department to propose a statement that would establish the Board's policy for naming buildings at ~~the various Department~~ state facilities and the procedure for implementing that policy. In 1988 the original policy was revised to include rooms and other areas, e.g. recreational areas, ~~into~~ under the purview of the policy.

Purpose

To ~~establish a policy~~ describe the role of the ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board ~~to standardize the system for naming buildings, rooms, and other areas in all State Mental Health, Mental Retardation and Substance Abuse Services~~ in changing the names of state facilities.

Policy

It is the policy of the ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board that ~~naming buildings, rooms, and other areas situated in~~ it may change the name of any state facility as authorized in subsection 9 of § 37.2-

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200 of the Code of Virginia, ~~of the Department shall be the decision of the State Board, with such determination being predicated on information submitted~~ and shall do so in accordance with the following procedures ~~described herein~~.

- The state facility director shall appoint ~~a facility~~ an ad hoc committee of three ~~(3)~~ or more members to ~~select a name for a new or existing building, room or other area~~ develop a list of three recommendations of new names for the facility when it is deemed appropriate by the facility ~~management~~ director, the Commissioner, and the Governor to change the name of the state facility.
- ~~If a building is to be named after a person, only employees or appointees of the Governor (who have completed their tenure) or those other persons who have made a significant contribution to the Department and its mission shall be considered.~~
- The ad hoc state facility committee ~~for naming, buildings, rooms and other areas~~ shall ~~act in accordance with the guidelines provided in this policy and the request form (attached)~~ develop a brief explanation and justification for each of the names it recommends.

- The state facility director shall review and approve or revise the ad hoc committee's recommendations and forward them to the Commissioner for his review and action.

- The Commissioner shall approve, revise, or disapprove the recommendations. If he approves or revises them, he shall forward the recommendation or recommendations to the Board at least 120 days prior to a regularly scheduled board meeting.

- The Commissioner and the Chair of the Board shall discuss the proposed new name to come to agreement on recommendations to send to the Governor. The Commissioner and the Chair may consult with other interested or affected parties, including individuals receiving services, family members, advocacy groups, local governments, and state legislators about the recommended new name during the 120 day period.

- The Commissioner and the Chair of the Board shall communicate and consult with the Governor to obtain his input on the proposed new name.
- ~~The request form, with a full justification for the proposed selection of the facility committee, shall be submitted to the State Board at least ninety (90) days prior to dedication of a new building, naming of an existing building, room or other area.~~

- The ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board ~~will~~ shall consider the recommendation and take action ~~to name the building, room, or other area at any~~ on the recommendation to change the name of the state facility ~~of the Department~~ at a regularly scheduled board meeting.

Renewed: 05/87
Renewed: 03/22/89
Renewed: 09/25/91
Updated: 10/29/03

POLICY MANUAL

State ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Board of Behavioral Health and Developmental Services
Department of ~~Mental Health, Mental Retardation and Substance Abuse~~ Behavioral Health and Developmental Services

POLICY 3000 (CO) 74-10 Appointments of Department ~~Employee~~ Employees ~~Appointments~~ to Community Services Boards

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Authority

Board Minutes Dated: September 25, 1974
Effective Date: September 25, 1974
Approved by Board Chairman: s/Richard M. Gillis.

References

§ 37.2-203, § 37.2-304, § 37.2-500, § 37.2-501 § 37.2-601, and § 37.2-602 of the Code of Virginia (1950)

Background

Originally, the ~~State~~ Board received a number of inquiries about the appointment of an employee of the Department ~~of Mental Health, Mental Retardation and Substance Abuse Services~~ to a community services board ~~(CSB)~~. Also, concerns were raised regarding possible perceptions of conflicts of interest if Department employees served on CSBs. In response to these concerns, the ~~State~~ Board ~~decided to establish a~~ adopted this policy ~~regarding service by an employee of the Department on a local CSB~~.

~~In this policy, the term community services board or CSB includes a local government department with a policy advisory CSB, established pursuant to § 37.1-194 et seq. of the *Code of Virginia*, and a behavioral health authority, established pursuant to § 37.1-245 of the *Code of Virginia*.~~

Section 37.2-203 of the Code of Virginia authorizes the Board to adopt policies governing the operation of state hospitals, training centers, and community services boards and behavioral health authorities. Section 37.2-304 authorizes the Commissioner to supervise and manage the Department and its state facilities. Sections 37.2-500 and 37.2-601 authorize the establishment of community services boards and behavioral health authorities, hereafter referred to as CSBs. Finally, § 37.2-501 and § 37.2-602 govern the appointment of CSB board members by the governing bodies of the cities and counties that established the CSBs. Those two Code sections do not address appointments of Department

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employees to CSBs. Consequently, because appointments to CSBs are made by local governments rather than CSBs, those appointments are not under the purview of the Board's policy authority. However, the Board may adopt policy that directs the Department to ensure that its employees do not accept appointments as CSB board members.

Purpose

To ~~establish whether a~~ prohibit Department ~~employee may serve as a member of a CSB~~ employees from accepting appointments as CSB board members.

Policy

It is the policy of the ~~State~~ Board that the Department, in order to avoid any appearance of impropriety or conflict of interest, shall ensure that its classified employees ~~of the Department, including employees in state facilities operated by the Department,~~ shall not ~~be eligible for~~ accept appointments ~~to or services on a~~ as CSB board members.

Renewed: 03/27/91
Renewed: 05/25/94
Renewed: 01/29/04
Updated:_____

POLICY MANUAL

State ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Board of Behavioral Health and Developmental Services
Department of ~~Mental Health, Mental Retardation and Substance Abuse~~ Behavioral Health and Developmental Services

POLICY 5006(FAC)86-29 ~~Razing~~ Demolition of Dilapidated Buildings on the Grounds of State Facilities

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Authority

Board Minutes Dated: October 22, 1986
Effective Date: November 19, 1986
Approved by Board Chairman: s/James C. Windsor

References

§~~§ 37.1-12~~ 37.2-700 ~~and 2.1-505~~, Code of Virginia (1950)~~, as amended.~~
Virginia Uniform Statewide Building Code, Chapter 33, Paragraph 3303.1
Construction and Professional Services Manual, Division of Buildings and Engineering, Department of General Services, October 1, 2004

Background

~~The referenced statute under Title 37.1-1~~ Subsection B of § 37.2 of the Code of Virginia ~~charges~~ authorizes the Commissioner, with ~~responsibility for initiating action for obtaining~~ the approval of the Board and the Governor, to demolish (tear down or raze) ~~dilapidated buildings situated~~ any building standing on property under the supervision and control of the Department~~. Such action is required whenever the building~~ that in the opinion of the Commissioner is in such a state of dilapidation or disrepair ~~as to be~~ that it is dangerous to ~~patients/residents~~ individuals receiving services, ~~or~~ Department employees ~~using the building,~~ or ~~to~~ other persons frequenting ~~such~~ that property.

~~The State Board is also charged under the statutes with a responsibility in that the selection of buildings by the Commissioner for razing is subject to Board approval.~~

The Governor has final approval authority for requests to ~~raze~~ demolish a ~~S~~state building. The Division of Engineering and Buildings in the Department of General Services administers ~~T~~this approval process. ~~is administered by the Division of Engineering and Buildings through its Directive Number 1~~ Section 1503.0 Demolition of Buildings in the *Construction and Professional Services Manual* and Division of Engineering and Buildings Notice 050906 –Demolition

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Permits ~~which sets~~ set forth the process for requesting approval ~~of~~ from the Governor. Chapter 33, Paragraph 3303.1 of the Virginia Uniform Statewide Building Code sets forth the process for scheduling demolition of state properties.

~~In 1980, the report of the Commission on Mental Health and Mental Retardation specifically identified a recommendation to the Department to develop a timetable and schedule for demolition of buildings.~~

Purpose

To reflect ~~develop a statement of policy concerning~~ the statutory requirement ~~that~~ for ~~the Commissioner initiate and~~ the Board to approve requests for authorization to ~~raze~~ demolish buildings on property under the supervision and control of the Department.

Policy

It is the policy of the ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board that the Commissioner ~~develop a biennial plan which~~ shall seek the approval of the Board to demolish ~~identifies all~~ any ~~dilapidated~~ building~~s~~ standing on property under the supervision and control of the Department that it is in such a state of dilapidation or disrepair ~~which are recommended to be razed because they present a danger to patients/residents~~ that it is dangerous to individuals receiving services, ~~or~~ Department employees, or other persons frequenting that property.

~~It is further the policy of the Board that the plan be submitted to the Board for review and comment and that the Board take approval action in regard to the razing or tearing down of such buildings in accordance with § 37.1-12 of the Code of Virginia~~

Finally, it is the policy of the Board that Commissioner shall comply with the procedures in the Virginia Uniform Statewide Building Code, in the *Construction and Professional Services Manual*, and issued by the Division of Engineering and Buildings for identifying and demolishing any building.

~~**Monitoring of This Policy**~~

~~The Office of Architectural and Engineering Services shall develop a plan for implementation, monitoring and evaluation of this policy.~~

Renewed: 09/13/89
Updated: 10/28/92
Updated: 01/29/04
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POLICY MANUAL

State ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Board of Behavioral Health and Developmental Services
Department of ~~Mental Health, Mental Retardation and Substance Abuse~~ Behavioral Health and Developmental Services

POLICY 5008(FAC)87-12 Accreditation~~/~~ or Certification of State Facilities

Authority

Board Minutes Dated: December 16, 1987
Effective Date: January 27, 1988
Approved by Board Chairman: /s/ Lindsay B. West

Supercedes

STATE BOARD POLICY 5005 (FAC) 85-15

References

Federal Register of Regulations, February 25, 2011, Medicare and Medicaid Programs: Approval of the Joint Commission for Deeming Authority for Psychiatric Hospitals
~~House Document No. 8, Report on the Commission on Mental Health, Mental Retardation and Substance Abuse Services to the Governor and the General Assembly (The Bagley Commission).~~
House Joint Resolution 301, 1987.

Background

The Department of ~~Mental Health, Mental Retardation and Substance Abuse~~ Behavioral Health and Developmental Services operates ~~fifteen~~10 state hospitals and five training centers, hereafter referred to as state facilities, that provide inpatient ~~psychiatric, medical and habilitative~~behavioral health and developmental services to ~~persons who are mentally disabled~~individuals with mental health or substance use disorders, intellectual disability, or co-occurring disorders. In this policy, state facilities do not include the Virginia Center for Rehabilitative Services, which provides only rehabilitative services to individuals admitted involuntarily as sexually violent predators. In ~~governing its~~operating these state facilities, the Department is ~~deeply~~ committed to maintaining an environment of continuous ~~performance~~ quality improvement that is focused on treatment, care and ~~clinical~~ positive outcomes for individuals receiving services. The Joint Commission ~~on Accreditation of Healthcare Organizations (JCAHO)~~, hereafter referred to as the TJC, is the nationally recognized accrediting body for psychiatric facilities ~~while~~ and the Centers for Medicare and Medicaid Services' establishes quality of care regulations that long-term care facilities must meet for

federal reimbursement. ~~Additional benefits of accreditation/certification are as follows~~ In 1987, the Board established a policy that all state facilities were to be CMS certified or, under a deemed status agreement, TJC accredited by 1992, and they were to maintain their accreditation or certification status. This was done to reflect the intent of House Joint Resolution 301 (1987). There are five purposes for seeking and maintaining certification or accreditation:

1. Quality of Care

Accreditation and certification requirements ensure that state facilities establish processes to systematically monitor, analyze and improve their performance in order to provide excellent ~~care~~ services and positive ~~client~~ outcomes for the individuals receiving services in a manner that is sensitive to and respectful of ~~the client~~those individuals.

2. Staff Credentials and Performance

Accreditation~~/~~ and certification requires the establishment of processes to ensure ~~that~~ staff have the requisite knowledge and skills to provide high quality care services and ~~that~~ there is ongoing monitoring of the quality of care and treatment ~~delivered~~ provided to individuals.

3. Objective Review

The external review process associated with accreditation or certification provides an objective~~,~~ and unbiased assessment of the quality of ~~care~~ services being provided to individuals.

4. Reimbursement

Accreditation~~/~~ and certification help to ensure that state facilities are eligible for maximum reimbursement from potential sources such as ~~public~~Medicaid, Medicare, and private insurers.

5. Credibility

National accreditation~~/~~ and certification gives the ~~citizens of the Commonwealth~~ public, individuals receiving services and their families, advocacy groups, and funding sources confidence in the ~~treatment and care~~ services provided ~~by Virginia's public psychiatric hospitals and training centers~~ in state facilities.

Beginning in 1987, all state facilities ~~of the Department attained or~~ have attained the level of accreditation~~/~~ or certification that satisfied the requirements of House Joint Resolution 301~~ of that year~~, which prescribed a plan for achieving accreditation or certification of all ~~S~~state facilities by 1992.

Purpose

To assure that each state facility continually provides high quality ~~treatment and care~~ services, ~~receives~~ maintains the applicable accreditation~~/~~ or certification by a nationally recognized accrediting~~/~~ or certifying body, and maximizes federal and

private payor reimbursement for covered services.

Policy

It is the policy of the ~~State Mental Health, Mental Retardation and Substance Abuse Services~~ Board that each ~~mental health~~ state facility shall ~~and mental retardation training center operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services~~ be accredited or certified through compliance with recognized standards such as those of the ~~Joint Commission on Accreditation of Healthcare Organizations (JCAHO)~~TJC, or the ~~federal Centers for Medicare and Medicaid Services~~CMS, as appropriate. Each state facility ~~with qualifying areas (~~that provides applicable services, i.e., intensive psychiatric, skilled nursing, medical/surgical, chronic disease or intermediate care~~)~~, shall be certified by the ~~Centers for Medicare and Medicaid Services~~CMS. ~~All facilities shall maintain accreditation or certification by ongoing monitoring of the quality of services by the facility and the Department.~~(see below)

It is also the policy of the Board that each state facility shall maintain its applicable accreditation or certification through ongoing monitoring and management of the quality of services by the facility and the Department.