



Department of Behavioral Health

Policy and Procedure Guide

PPG 1.3.4 V#: 3

Section: Administration

Effective Date: 08/01/2004

Revised Date: 11/28/2018

Policy Title: Code of Conduct

Approved by: Dawan Utecht (Director of Behavioral Health), Elizabeth Vasquez (Compliance Officer)

POLICY:

Fresno County is firmly committed to full compliance with all applicable laws, regulations, rules, and guidelines that apply to its behavioral health operations and services. At the core of this commitment are Fresno County's employees, contractors (including contractor's employees/subcontractors), volunteers and students, also referred to as "Covered Persons", and the manner in which they conduct themselves. To assure that Fresno County's commitment is shared by all Covered Persons, this Code of Conduct (the "Code") has been established. All Covered Persons will be required to acknowledge and certify their compliance with this Code.

PURPOSE:

To provide specific conduct standards prescribed by the Fresno County Mental Health Plan/Drug Medi-Cal Organized Delivery System (DMC-ODS) Compliance Program designed to detect and prevent fraud, waste, and abuse. This Code of Conduct is maintained in addition to the County's Code of Ethics already in effect.

REFERENCE:

Fresno County Department of Behavioral Health Compliance Plan; 42 CFR 438.608.

DEFINITIONS:

Covered Persons – All employees, contractors (including contractor's employees and subcontractors), volunteers, interns, and students working in behavioral health programs.

Excluded/Ineligible Person – Any Covered Person who is or may become suspended, excluded, or ineligible from participation in any Federal healthcare program.

PROCEDURE:

- I. A copy of the Code of Conduct (Attachment I) will be provided to all Covered Persons at the time of their initial compliance training which must be provided within 30 business days of hire or contract effective date. This Code will also be provided during the annual General Compliance training or within 30 business days after any revision is finalized.
- II. Upon initial receipt and review of the Code, Covered Persons shall certify their intention to abide with it by signing the Acknowledgement and Agreement form,

MISSION STATEMENT

DBH, in partnership with our diverse community, is dedicated to providing quality, culturally responsive behavioral health services to promote wellness, recovery, and resiliency for individuals and families in our community.

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which is provided by the Compliance Office at the time of training. The Compliance Office will retain these signed forms. Covered Persons shall certify within 30 business days after distribution of a revised Code.

- III. The Compliance Office will track these certifications and regularly report to the Compliance Committee and the Director of the Department of Behavioral Health regarding progress towards 100% certification by all Covered Persons.
- IV. The Code will be prominently posted in all Fresno County facilities and Behavioral Health Contractor sites.
- V. This Code is not intended to be an exhaustive list of all standards by which Covered Persons are to be governed. Rather, it is intended to convey the County's commitment to the high standards set forth by the County.