

**245G.12 PROVIDER POLICIES AND PROCEDURES.**

A license holder must develop a written policies and procedures manual, indexed according to section 245A.04, subdivision 14, paragraph (c), that provides staff members immediate access to all policies and procedures and provides a client and other authorized parties access to all policies and procedures. The manual must contain the following materials:

- (1) assessment and treatment planning policies, including screening for mental health concerns and treatment objectives related to the client's identified mental health concerns in the client's treatment plan;
- (2) policies and procedures regarding HIV according to section 245A.19;
- (3) the license holder's methods and resources to provide information on tuberculosis and tuberculosis screening to each client and to report a known tuberculosis infection according to section 144.4804;
- (4) personnel policies according to section 245G.13;
- (5) policies and procedures that protect a client's rights according to section 245G.15;
- (6) a medical services plan according to section 245G.08;
- (7) emergency procedures according to section 245G.16;
- (8) policies and procedures for maintaining client records according to section 245G.09;
- (9) procedures for reporting the maltreatment of minors according to chapter 260E, and vulnerable adults according to sections 245A.65, 626.557, and 626.5572;
- (10) a description of treatment services that: (i) includes the amount and type of services provided; (ii) identifies which services meet the definition of group counseling under section 245G.01, subdivision 13a; (iii) identifies which groups and topics on which a guest speaker could provide services under the direct observation of an alcohol and drug counselor; and (iv) defines the program's treatment week;
- (11) the methods used to achieve desired client outcomes;
- (12) the hours of operation; and
- (13) the target population served.

**History:** *1Sp2017 c 6 art 8 s 25; 1Sp2019 c 9 art 6 s 24; 1Sp2020 c 2 art 8 s 78; 2022 c 98 art 4 s 17*