



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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All BHCS Staff, Managers and SU Contract Providers:

The purpose of this email is to implement the recently approved and signed policy: *Privacy, Security and Oath of Confidentiality of Substance Use (SU) Services, Records and Information* policy (see attached Policy). Implementation of this policy requires signed Oaths from **ALL** Substance Use (SU) Contracted Providers and BHCS staff.

ALL Contracted SU Providers and BHCS Staff are required to implement the recently approved and signed policy through use of the Oath of Confidentiality *e-form*. It is the responsibility of CBOs and BHCS Managers to ensure their staff has been informed of the policy and that they have access to the associated privacy, security and confidentiality policies and procedures. The Oath of Confidentiality e-form is accessible from the BHCS Forms page (<http://achcsa.org/behavioral-health/forms.aspx>) for BHCS Staff and the Citrix logon e-form link for Contract Providers where they will then inform and/or provide the policy information as well as the signed e-form. To access the Oath of Confidentiality e-form, Substance Use Services CBOs must first log into the BHCS network: e-form link: https://eforms3.bhcs.internal/lincdoc/doc/run/alameda/Oath_Confidentiality

We expect DHCS to schedule our next Substance Use Block Grant (SUBG) monitoring visit sometime in early 2019. This policy was written in response to a corrective action plan (CAP) from the previous DHCS monitoring visit and so it is important that this process for providing the policy information to all staff and obtaining staff signatures be implemented.

Due date is Friday, November 30, 2018.

For questions regarding this policy please contact Sharon Loveseth Sharon.Loveseth@acgov.org

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