

State of Alaska Department of Health
Division of Behavioral Health

Self- Evaluation Form

Agency: _____ Date: _____
Address: _____
Phone: _____ Fax: _____
Person Completing Form: _____

Information Accuracy and Truthfulness Policy

Organizations seeking a Department Approval through the State of Alaska, Department of Health and Social Services/Division of Behavioral Health must submit accurate and truthful information for review. The accuracy and truthfulness of any relevant information whether used in the evaluation process or not, is essential to the integrity of the Department Approval process. Falsification of information, both commissions and omissions used to determine and award a Department Approval, may result in the revocation of the Department Approval.

Please provide the State of Alaska, Department of Health and Social Services /Division of Behavioral Health with a narrative report describing, in detail, how the organization has met the Interim Behavioral Health Services Provider Standards for Operation as outlined in 7 AAC 70.200.-70.260. below:

1) **7 AAC 70.205. Provider Ethics:**

A behavioral health services provider must demonstrate the provider's commitment to ethical behavior in all aspects of operation by establishing a written ethical code of conduct to which all employees must adhere.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

2) **7 AAC 70.220. Standards of Service:**

(a) A behavioral health services provider must:

(1) use appropriate and comprehensive standardized assessments to evaluate the needs of each recipient entering and receiving ongoing treatment by the provider.

Please provide details.

(2) develop written comprehensive treatment plans based upon the assessed needs of the recipient.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(3) document new recipient orientation to services and all recipient participation in the development and implementation of treatment plans. Please provide details.

(4) render only those services that are documented in the treatment plan as medically necessary and based on the assessed needs of the recipient. Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(5) document all clinical services in a timely manner.
Please provide details.

(6) provide services in a way that is culturally sensitive to the state's diverse population.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(7) make appropriate referrals, provide appropriate information, and coordinate services with other service providers to ensure continuity of care when a recipient transfers to another provider or is discharged from services.

Please provide details.

3) **7 AAC 70.225. Internal Service Structure:**

For each category of service provided by a behavioral health services provider, that provider must:

(1) have in writing (A) a service description; (B) a service philosophy; and (C) service goals.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(2) establish procedures for crisis intervention, including screening recipients for risk to self or others.
Please provide details.

(3) provide clinical supervision to all personnel providing clinical or direct services to a recipient.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(4) conduct regular quality assurance reviews that monitor the (A) quality of the service; (B) appropriateness of service; and (C) are used to identify training needs and improve the quality of the service.

Please provide details.

4) **7 AAC 70.230. Medication Management:**

A behavioral health services provider must:

(1) have comprehensive written policies and procedures that cover all aspects of medication management.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

- (2) conduct a periodic review and evaluation of the provider's compliance with its own medication management policies and procedures.
Please provide details.

5) **7AAC 70.235. Infection Control:**

A behavioral health services provider must implement an infection control program that reduces a staff member or recipient's risk of infection. The provider must periodically evaluate the infection control program for effectiveness and make any changes that are needed.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

6) **7 AAC 70.240. Performance Measures and Quality Improvement:**

A behavioral health services provider must:

(1) promote a culture within its own organization that promotes excellence and continual quality improvement.

Please provide details.

(2) establish policies and procedures for identifying and analyzing critical incidents and sentinel events.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(3) collect data for the purpose of monitoring performance, managing risk, and improving service delivery.
Please provide details.

(4) be able to show how the data collected under this section is used to implement changes that increase quality of care, manage risk, and decrease the number of critical incidents or sentinel events.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

7) **7 AAC 70.245. Leadership:**

A behavioral health services provider must:

(1) establish policies and procedures for organizational governance and responsibility.

Please provide details.

(2) have an active governing body empowered to guide, plan, and support the provider in achieving its mission and goals.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(3) have a written description of the provider's leadership structure, including a description of the roles and responsibilities of each level of leadership.

Please provide details.

(4) demonstrate effective leadership within all areas of the provider's organization by having leaders who.
(A) engage in both short and long-term strategic planning.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(B) communicate effectively with staff and recipients.
Please provide details.

(C) develop and implement policies and procedures that guide the business and clinical operations of the provider.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(D) establish the mission and direction of the organization.
Please provide details.

(E) are responsible for ongoing performance improvement and achievement of established outcomes.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(F) solicit and value feedback from recipients, personnel, and other stakeholders to create services that meet or exceed the expectations of recipients.

Please provide details.

(5) comply with all federal, state, or local laws.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(6) be financially solvent and adhere to established accounting practices.
Please provide details.

8) **7 AAC 70.250. Physical Environment**

A behavioral health services provider must:

(1) maintain a safe, healthy, and therapeutic physical environment for providing services.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(2) monitor the provider's environment and make any necessary changes.
Please provide details.

(3) develop and implement an emergency management plan, including the conduct of practice drills.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(4) develop and implement a risk management plan designed to reduce the risk of harm to a person, property, or the ability of the provider to meet the requirements of this chapter.

Please provide details.

9) **7 AAC 70.255. Human Resources:**

A behavioral health services provider must:

(1) have a sufficient number of qualified staff to meet recipient needs and the performance expectation of the provider.

Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(2) hire only those individuals who are qualified to perform the duties assigned.
Please provide details.

(3) provide initial orientation to new staff members.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(4) establish minimum qualifications for each job classification.
Please provide details.

(5) perform and document an annual evaluation for each staff member.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

(6) require personal accountability from each staff member for that staff member's work performance, and.
Please provide details.

(7) implement a system for managing staff caseloads to support high quality care.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

10) **7 AAC 70.260. Information System Management:**

A behavioral health services provider must:

(1) ensure that the provider's management information system is secure and protects the privacy and confidentiality rights of the recipients;
Please provide details.

(2) maintain a complete and accurate clinical record system.
Please provide details.

State of Alaska Department of Health and Social Services
Division of Behavioral Health

Describe, in detail, the organization's progress toward obtaining national accreditation:

Please provide details.

Personnel Self Evaluation Form

For each question, please check appropriate answer. In the comment section, please specify how the organization meets the criteria and where the information is physically found.

1. Is there a Job Description that outlines the minimum qualifications for each employee's position?

Yes No

Comments:

2. Does each employee have an annual evaluation?

Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

3. Based on the job description and the employee's background, education, and training, does each employee appear to be qualified to perform the duties assigned?

Yes No

Comments:

4. Is there evidence of an initial orientation for each employee?

Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

5. Is there evidence of completion of a background check for each employee within the last six years 7 AAC 10.910; AS 47.05.300-390?
 Yes No

Comments:

6. If applicable, is there evidence that the organization has held employees personally accountable for their work performance?
 Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

7. If the employee is responsible for providing psychological testing and evaluation under 7AAC 135.0110(g) does the organization validates the employee's qualifications to provide neuropsychological testing and evaluation services?

Yes No

Comments:

Peer Support Employees Only

Complete this section if your organization has peer support employees.

1. If an employee is providing peer support does the organization ensure that the employee is competent to provide peer support services by virtue of having experienced behavioral health issues in self or family?

Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

2. If the employee is a mental health professional clinician and is supervising peer support services, has the organization determined that the behavioral health services provider is competent to supervise peer support services delivered by a behavioral health clinical associate?

Yes No

Comments:

Withdrawal Management Employees Only

1. Does each employee have a current certification by the American Red Cross, or other certifying organization, in Cardiopulmonary resuscitation?

Yes No

Comments:

2. Does each employee have a current certification by the American Red Cross, or other certifying organization, in basic first aid?

Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

3. Does each employee have a current certification by the American Red Cross, or other certifying organization, in blood-borne and airborne pathogens?
 Yes No

Comments:

4. Does the organization ensure each employee has the following competencies: implementing physician-approved protocols for observation and supervision; and protocols for medical intervention and crisis management?
 Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

5. Does the organization ensure that each employee demonstrates competency in assisting in the determination of an appropriate level of care and in transitioning the recipient to that level of care?

Yes No

Comments:

6. Does the organization ensure that each employee demonstrates competency monitoring, identifying, treating, or assisting with the treatment of symptoms of intoxication or withdrawal from alcohol or drugs using the CIWA, COWS, ASAM or DSM?

Yes No

Comments:

State of Alaska Department of Health and Social Services
Division of Behavioral Health

7. Does the organization ensure that each employee demonstrates competency following provider protocol on when to seek medical care for any symptom or treatment need of a recipient?
 Yes No

Comments:

8. Does the organization ensure that each employee demonstrates competency observing a recipient self-administer medication and verifying that self-administration was done in accordance with the physician's prescription and all other laws, policies, and procedures?
 Yes No

Comments:

Print Name: _____

Date: _____

Signature: