

**ATTACHMENT A**

**ARROWHEAD REGIONAL MEDICAL CENTER  
CLINICAL SOCIAL WORK DEPARTMENT MANUAL  
2019-2022 Summary of Policy Revisions**

<b>Policy #</b>	<b>New</b>	<b>Major</b>	<b>Minor</b>	<b>Reviewed</b>	<b>Policy Title</b>	<b>Explanation (New and Major Only)</b>
			<b>X</b>		Numeric Index	
001 v2			<b>X</b>		ARMC Mission Statement	
002 v3				<b>X</b>	Department Mission Statement	
003 v3			<b>X</b>		Scope of Service	
004 v2				<b>X</b>	Description and Function	
005 v3				<b>X</b>	Methodology	
006 v5			<b>X</b>		Organization and Chain of Command	
008 v5			<b>X</b>		Provision of Care	
020 v4			<b>X</b>		Description / Classification	
021 v5			<b>X</b>		Social Services Manager	
024 v2			<b>X</b>		Office Assistant IV	
025 v4			<b>X</b>		Office Assistant III	
026 v1				<b>X</b>	Supervising Social Service Practitioner	
027 v2				<b>X</b>	Social Service Practitioner II	
028		<b>X</b>			Social Service Practitioner III	<b>Removed; Human Resources recently combined the Position Description for SSP II &amp; SSP III. Since it is now combined, this policy was removed and combined with Policy No. 027.</b>
029 v2		<b>X</b>			Lead Social Service Practitioner	<b>Edited the policy to make it more consistent with the county's job description.</b>

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						<b>Also the position name changed from Social Service Practitioner IV – at the County Level.</b>
030 v1				<b>X</b>	Departmental Divisions	
031 v3				<b>X</b>	Staff Assignment	
032 v3				<b>X</b>	Burn Unit	
033 v4				<b>X</b>	Intensive Care Units	
034 v4			<b>X</b>		Pediatrics	
035 v6			<b>X</b>		Medical / Surgical Units	
037 v5			<b>X</b>		Emergency Department	
039 v4				<b>X</b>	Outpatient Clinics	
040 v5			<b>X</b>		Women's Health – Inpatient / Clinics	
041 v5			<b>X</b>		Neonatal Intensive Care Unit	
042 v4			<b>X</b>		Outpatient Dialysis	
045 v2			<b>X</b>		Stroke Unit	
046 v2			<b>X</b>		Palliative Care	
050 v5			<b>X</b>		Information Privacy, Security & HIPAA Compliance	
051 v5			<b>X</b>		Emergency Operations Plan	
054 v4			<b>X</b>		MSW Internships	
055 v3				<b>X</b>	Telecommunications	
056 v5			<b>X</b>		Time and Attendance	

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070 v6		X			Staff Orientation	The policy itself had minimal changes. Major changes were reflected in Attachment A – Competencies to reflect the updates and changes made to our department’s current policies.
071 v4			X		Staff Meetings	
072 v4			X		Medical Center In-Services and Education	
073 v4			X		Professional Development	
074 v4			X		Community Liaison Activities	
075 v5				X	Annual Competency Education	
076 v5				X	Department Specific Competency	
077 v3				X	Medical Center Standard Practice	
078 v4				X	Department Policy Development / Revision	
079 v3				X	Confidentiality	
080 v4				X	Patient Self-Determination Act	
081 v5			X		Weekend and Holiday Protocols / Procedures	
082 v6			X		Case Management Philosophy	
084 v5				X	Multidisciplinary Consult Requests	
085 v4			X		Requests for Legal Counsel	
086 v4			X		Identification of John / Jane Unknown	
090 v4			X		Department Objectives	

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091 v6			X		Annual Reporting Schedule	
092 v5			X		Summary Reports	
100 v4			X		Function	
101 v4			X		Patient / Family Education	
102 v2			X		Multidisciplinary Plan of Care	
103 v5			X		Forms / Format	
104 v5			X		Methodology	
105 v4				X	Access to Patient Medical Record	
106 v6			X		Department Records (Activity Sheets)	
110 v4			X		Inpatient Assessment	
111 v4			X		Disability Referrals	
112 v4			X		Medi-Cal Issues / Referrals	
114 v4			X		Self-Pay Patients	
116 v4			X		Requests from Utilization Review	
130 v5			X		Services Statement	
131 v3				X	Meal Provisions	
132 v5			X		Shelter / Homeless Referrals	
133 v2				X	Alcohol / Drug Rehab	
134 v5			X		Domestic Violence	
136 v3				X	Referrals to Behavioral Health	
137 v4			X		Newborn Adoptions	

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138 v4				<b>X</b>	Interpreter Services	
139 v3				<b>X</b>	Indigent Burial Arrangements / Morgue Referrals	
140 v3				<b>X</b>	Immigration / Consulate Services	
141 v3			<b>X</b>		Safe Surrender of Newborn	
142 v3				<b>X</b>	Dependent Care Services	
143 v3			<b>X</b>		Hospital Home Schooling	
150 v3			<b>X</b>		Perinatal Substance Abuse Screening	
151 v5			<b>X</b>		Suspected Adult Abuse	
152 v6		<b>X</b>			Suspected Child Abuse	<b>Changes made to both the policy and attachments. Removed Attachment II – CA Department of Social Services AD22 form as it was no longer relevant to the medical setting. The Release of Minor form is all that is needed when a child is being detained by Child Protective Services which is referenced in the policy.</b>
153 v5			<b>X</b>		Suspected Assault / Domestic Violence	
160 v5			<b>X</b>		Discharge Planning	
161 v4				<b>X</b>	Patient Choice	
162 v5			<b>X</b>		Interfacility Transfers	
163 v5			<b>X</b>		Release of Minor	
164 v5			<b>X</b>		Conservatorship / Public Guardian	

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165		<b>X</b>			Acute Care Facility	<b>Removed because the Clinical Social Work Department no longer coordinates the transition of patients to acute care facilities. It is coordinated by Case Management.</b>
166		<b>X</b>			Sub-Acute Facility	<b>Removed because the Clinical Social Work Department no longer coordinates the transition of patients to sub-acute facilities. It is coordinated by Case Management.</b>
167		<b>X</b>			Skilled Nursing Facility	<b>Removed because the Clinical Social Work Department no longer coordinates the transition of patients to skilled nursing facilities. It is coordinated by Case Management.</b>
168		<b>X</b>			Rehabilitation Services	<b>Removed because the Clinical Social Work Department no longer coordinates Rehabilitation Services . It is coordinated by Case Management.</b>
169 v5			<b>X</b>		Patton State Hospital	
170 v4				<b>X</b>	Board and Care	
171 v4			<b>X</b>		Discharge to Home	
172 v1	<b>X</b>				Room and Board Placement	<b>New Policy created as SSP's are the primary facilitators of room and board placements. The policy was created to mimic Policy No.</b>

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						<b>170 Board and Care as SSP's are also the primary facilitators of board and care placements.</b>
180 v5			X		Non-Medical Transport	
181 v5			X		Medical Transport - Ambulance	
182 v4			X		Medical Transport - Medivan	
190		X			Durable Medical Equipment	<b>Removed because the Clinical Social Work Department no longer facilitates the ordering of Durable Medical Equipment (DME). It is coordinated by Case Management.</b>
191		X			Respiratory Services	<b>Removed because the Clinical Social Work Department no longer coordinates Respiratory Services.</b>
192		X			Home Health Care	<b>Removed because the Clinical Social Work Department no longer coordinates Home Health Care Services. It is coordinated by Case Management.</b>

**TOTAL POLICIES REVIEWED: 92**