



<b>Health Care Agency Behavioral Health Services Policies and Procedures</b>	Section Name:	Care and Treatment
	Sub Section:	Miscellaneous
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	SIGNATURE	DATE APPROVED
Director of Operations Behavioral Health Services	<u>Signature on File</u>	<u>5/30/18</u>

**SUBJECT:** Care and Supervision of Youth in Adolescent Substance Use Disorder Programs

**PURPOSE:**

To ensure compliance with all applicable Federal, State, and local laws and regulations pertaining to the operation of treatment programs in the Health Care Agency (HCA). This policy is not meant to exclude any and all other laws, statutes, and regulations pertinent to the operation of HCA Behavioral Health Services (BHS) and its Substance Use Disorder (SUD) treatment programs.

**POLICY:**

It is the policy of the County of Orange BHS and its SUD Programs to be in compliance with all Federal, State, and local laws regarding the provision of adolescent and youth treatment and with the standards set forth in the State of California Youth Treatment Guidelines (2002). Adolescent SUD Programs will provide a reasonable level of age-appropriate structure, care, and supervision to ensure the safety and security of youth at all times while on the program site.

**SCOPE:**

These procedures apply to the HCA BHS staff working in the Adolescent SUD Programs.

**REFERENCES:**

[State of California Youth Treatment Guidelines \(2002\)](#)

**PROCEDURE:**

- I. HCA BHS Adolescent SUD Programs will ensure that adolescent clients, under age 18, will attend separate groups from adult clients, 18 years and over.
  - A. Youth and adults will be scheduled at separate times for program services to ensure a safe waiting area for clients under age 18.
- II. HCA BHS Adolescent SUD Programs will monitor the signing in and out of youth at program sites, in compliance with 42 Code of Federal Regulations (CFR), Part 2.

- A. Staff are to ensure that all youth sign in upon arrival to the program site in a way that protects confidential health information. Staff are to ensure that all youth sign out upon departure from the program site.
  - 1. Records of sign in and out are to be retained by the program.
  
- III. HCA BHS Adolescent SUD Programs will ensure the availability of secure, safe, and reliable transportation for youth to and from the program site and to supportive services.
  - A. Staff are to review transportation plans with youth prior to their departure from the program site. Staff are to assist with the arrangements of transportation in the following ways:
    - 1. Confirm that a parent/legal guardian is available to provide transportation.
    - 2. Confirm that the youth has a vehicle and is able to transport themselves.
    - 3. Staff can provide Orange County Transportation Authority (OCTA) bus pass to youth.
    - 4. Staff can assist Medi-Cal beneficiaries in accessing free transportation.