

**SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 766
(Replaces AD 766 dated 2/15/06)**

Effective Date: January 11, 2007

SUBJECT: DEPARTMENT OF HEALTH SERVICES: VISITS AND INSPECTIONS

I. PURPOSE

The intent of this Administrative Directive is to establish policy whereby defining the working relationship established between the Department of Health Services (DHS) and Coalinga State Hospital (CSH).

II. AUTHORITY

Title 22 Sections 71101, 73713 and Health & Safety Code Section 1421.

III. POLICY

Any officer, employee or agent of the DHS may upon presentation of proper identification, enter and inspect any building or premise at CSH, at any reasonable time to secure compliance with, or to prevent a violation of any provision of Title 22 Regulations.

IV. METHOD

The DHS is responsible for inspecting and licensing CSH. Additionally, DHS shall investigate and seek to resolve complaints and concerns communicated by, or on behalf of, Individuals receiving treatment at CSH.

Any DHS representative who arrives on grounds for business related matters shall be required to produce an official state identification containing their photo (i.e. California Driver's License) and an employee badge issued by DHS. Additionally, the DHS representative shall be required to adhere to the hospital's dress code anytime their business requires them to enter into the secured grounds.

A. During regularly scheduled business hours (Monday to Friday 0800 to 1700)

1. All DHS representatives shall be required to check-in at the Administration Building Lobby. The lobby receptionist shall immediately contact the Standards Compliance Department (SCD) at which time an escort will be sent down to meet/greet the DHS representative. Pending the purpose of the visit, will determine which departments are notified and what documents may be necessary for review.

2. Prior to DHS conducting business on hospital grounds, the purpose of their visit will be established by the SCD. This information shall be immediately relayed to the Executive Director (E.D.).
3. The SCD shall make the necessary arrangements to ensure that the DHS representative receives the information requested to conduct and conclude their business in a timely and efficient manner.
4. All departments directly impacted by the DHS visit shall be contacted by the SCD prior to an on-site visit or request for information.
5. In the event there is a question or concern regarding the release of any information, the Director of Standards Compliance (DSC) or designee shall be contacted for final authorization.
6. DHS representatives requesting to enter inside the secured grounds shall be offered an escort. DHS is not required to accept an escort, however, for safety and security purposes, one shall be offered.

B. After hours, weekends and holidays

1. The DHS representative shall be required to check-in with the California Department of Corrections & Rehabilitation (CDCR) located in Building 31. The CDCR shall immediately contact the Hospital Police Service's Watch Commander to inform him/her of DHS's arrival. The Watch Commander shall immediately contact the Executive Officer of the Day (EOD) and the DSC. The EOD shall ascertain the purpose of the visit and take every measure necessary to ensure that the requested person(s), materials or location are made accessible to the DHS representative. In the event that there is question or concern regarding the DHS representative's protocol or regulation interpretation, the DSC shall be contacted by the Watch Commander or EOD for consultation and/or clarification.
2. Upon conclusion of the DHS representative's visit, the staff member assigned as escort (as applicable) shall provide a summary report of the visit. Additionally, should the DHS representative visit a designated site outside of the Administration Building, the site manager (or designee) shall provide a written managerial report identifying staff interviewed and areas, items, issues addressed. These reports shall be forwarded to the SCD who shall meet and confer with the E.D. and other Executive Staff whose departments are directly impacted. Visits occurring after-hours shall be further documented and reported by the Watch Commander, EOD (or designee), and then forwarded to the DSC.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 162 Executive Officer of the Day (EOD)

A.D. No. 810 Security Sallyports

A.D. No. 822 Photo Identification Cards

A.D. No. 846 Security/Facility Access Clearances