

How to Satisfy the Self Study of Core Rules Requirement

Here is what to do once you have found the Self Study on the Division of MH/DD/SA website:

- Make sure to scroll across the tabs at the bottom of the page to open all sections.
- There are instructions found at the top of the Client Rights and the Confidentiality sections.
- You print it out and in the column labeled, "A. Self Study Evidence (To be completed by Provider)", fill in the location of your agency information, such as a page number in your Policy and Procedure Manual, Personnel Manual, or other agency materials.
- If you do not have documentation addressing the item you can use the "Standard" column to locate a reference for generation of the necessary material.
- Policies and Procedures should be specific to practice by your agency and reflect how you will implement the Core Rules. The content of your agency materials should not restate the Rules or be copied verbatim from the Rules or other authority source documentation; and, should be written in such a manner as to be clear and useful to staff members in performing their job duties.
- Submit the completed Self Study checksheets indicating the location of the items along with your agency's materials addressing the Core Rules.