



ADMINISTRATIVE RULES OF MONTANA



37.106.3009 EATING DISORDER CENTERS (EDC): WRITTEN POLICIES AND PROCEDURES

- (1) In addition to requirements in ARM 37.106.330, the EDC policy and procedure manual must include information for:
 - (a) eligibility for services;
 - (b) client screenings and assessments;
 - (c) plan of care;
 - (d) client rights and grievances;
 - (e) monitoring the client's weight and food related behaviors;
 - (f) maintaining clinical records;
 - (g) establishing fiscal policies governing the management of organizational funds;
 - (h) establishing and maintaining orientation and ongoing staffing requirements;
 - (i) informing clients of policies pertaining to the EDC;
 - (j) screening, hiring, and assessing staff which include conducting practices that assist the EDC in identifying employees that may pose a risk or threat to the health, safety, or welfare of any resident, and provide written documentation of the findings and the outcome in the employee's file;
 - (k) reporting suspected abuse or neglect in accordance with Title 52, chapter 3, part 8, MCA, for adults; and in accordance with Title 41, chapter 3, part 2, MCA, for children.
 - (l) reporting requirements to notify the department's Quality Assurance Division, by e-mail or fax within 24 hours, of a client, staff, volunteer, or visitor death where the death occurs on-site or in service related activities; of any fire, accident, or other incident resulting in significant damage to the service site;
 - (m) defining staff ethical standards and conduct, including investigating and reporting of unprofessional conduct to the applicable professional licensing authority;
 - (n) discharge;
 - (o) meal support, if applicable;
 - (p) the management, storage, and disposal of any prescription and over-the-counter drugs;
 - (q) client transportation, if provided by the EDC;

- (r) crisis intervention services; and
 - (s) conducting staff criminal background checks including convictions that disqualify individuals from employment.
- (2) The policy and procedure manual must include a current organizational chart delineating the current lines of authority, responsibility, and accountability for the administration and provision of all client services.

Authorizing statute(s): 50-5-247, MCA

Implementing statute(s): 50-5-247, MCA

History: NEW, 2018 MAR p. 2214, Eff. 11/3/18.