

## CBHS Policies and Procedures



City and County of San Francisco  
Department of Public Health  
Community Programs  
COMMUNITY BEHAVIORAL HEALTH  
SERVICES

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### POLICY/PROCEDURE REGARDING: **Tobacco use and exposure to second hand smoke**

Issued By: Jo Robinson, MFT  
Director of Community Behavioral Health Services

A handwritten signature in black ink, appearing to read "Jo Robinson", written over the printed name.

Manual Number: 3.02-16  
References:

Date: May 10, 2012

New Policy

#### **Purpose:**

- 1) To protect clients and staff from second hand smoke
- 2) To support cessation efforts by clients who smoke/use tobacco

#### **Background:**

- 1) CBHS clients use tobacco at more than five times the rate of other San Franciscans.
- 2) Individuals with a mental health, alcohol or other drug use disorder can improve their health status by engaging in tobacco use cessation treatment.
- 3) Health care provider brief interventions and supports significantly improve the likelihood that clients will reduce or stop tobacco use.
- 4) Exposure to second hand smoke is a significant health risk.

#### **Policy:**

CBHS staff and CBHS funded agencies shall implement this tobacco use and second hand smoke policy. Service levels may vary by program, as defined below.

To maintain a Smoke Free and Low Risk environment:

- 1) Smoking and tobacco use is prohibited in or around CBHS funded facilities
- 2) Staff members shall not smoke or display tobacco in the presence of clients.
- 3) Staff members shall not provide or share tobacco with clients.

To support improved tobacco use cessation for clients who smoke/use tobacco:

Programs must regularly assess each client's use of tobacco and exposure to second hand smoke, record the assessment in the client's chart ( or EHR), and provide support for quitting.

Programs may implement one of three levels of care, as resources permit:

**GOLD:** Each client is assessed at each care plan revision, tobacco plan is updated. Treatment and support groups are offered on site.

**SILVER:** Each client is assessed annually, and the tobacco plan is updated. Linkage to treatment and support groups is provided.

**BRONZE:** Each client is assessed at intake, and the tobacco plan is updated. Referral for treatment and support groups is offered.

**Contact Person:** Deputy Director, Community Behavioral Health Services, 255-3717

**Distribution:**

CBHS Policies and Procedures are distributed by the Office of Quality Management for Community Programs

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