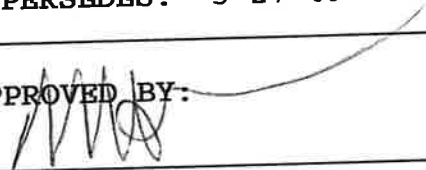


COUNTY OF IMPERIAL  
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

POLICY AND PROCEDURE MANUAL

<b>SUBJECT:</b> Compliance Post Office Box	<b>POLICY:</b> 01-107
<b>SECTION:</b> Administration	<b>EFFECTIVE DATE:</b> 4-13-11
<b>REFERENCE:</b>	<b>PAGE:</b> 1 of 1
<b>AUTHORITY:</b> Behavioral Health Director as the Local Mental Health Director and Alcohol and Drug Administrator	<b>SUPERSEDES:</b> 5-27-09
	<b>APPROVED BY:</b> 

**PURPOSE:** To establish guidelines regarding the usage of a post office box for reporting alleged illegal and/or unethical practices.

**NOTES:** None.

**DEFINITIONS:** ICBHS: Imperial County Behavioral Health Services

**POLICY:** ICBHS will maintain a compliance post office box to create an open line of communication between the Compliance Officer and staff. The compliance post office box is available to all ICBHS staff for the purpose of reporting alleged compliance concerns.

ICBHS staff may report alleged fraud and/or abuse by submitting a letter or the Compliance Concern(s) form to:

Imperial County Behavioral Health Services  
Attn: Compliance Unit  
P.O. Box 1766  
El Centro, CA 92244

The post office box will be checked weekly by Compliance Unit staff.

The reports retrieved from the post office box will be given to the Compliance Officer upon receipt. All confidential compliance information transported from one location to another shall be secured in a locked portfolio, attache, or catalog case.