



## SALISH BHO

### CLINICAL POLICIES AND PROCEDURES

**Policy Name:** TOBACCO USE "ASK RECORD" GUIDELINE

Policy Number: 11.24

**Reference:** 42 CFR 438.240, WAC 388-877-0620, State Contract

**Effective Date:** 03/2015

**Revision Date(s):** 7/2016; 6/2018

**Reviewed Date:** 7/2016; 7/2017; 6/2018

**Approved by:** SBHO Executive Board

#### PURPOSE

Salish Behavioral Health Organization (SBHO) shall ensure that tobacco use is identified among individuals served and recorded so that outcomes can be measured consistent with industry standard practice guidelines.

#### DEFINITIONS

Chew: Includes anything smokeless or vaporless, meant to be absorbed nasally or in the oral cavity, such as chew, snuff, etc.

Smoking: includes anything that is burned and produces smoke such as cigarettes, bidis, cigars, pipes, and hookah.

E-cigarette: Includes e-cigarettes, Vape pens, etc.

#### Policy

SBHO providers shall maintain a written policy and procedure for asking and recording individuals' tobacco use. The policy and procedure shall contain the following features consistent with decisions resulting from SBHO Quality Improvement Activities:

1. A process and procedure for asking and recording current and past tobacco use.
2. A description of each of the following categories, and requirement to ask about each category:
  - a. Smoking
  - b. Chew
  - c. E-cigarettes

3. A description of the types of responses available for each category:
  - a. Current/Everyday
  - b. Current Somedays
  - c. Former
  - d. Never
4. Special population and cultural considerations.
5. Description of workflow to include the following:
  - a. When the individual is asked about tobacco use.
  - b. Who asks the individuals about tobacco use?
  - c. How often tobacco use information is gathered.
  - d. Who enters the tobacco use information in the EMR?
  - e. A requirement that all tobacco use types are recorded in the Electronic Medical Record (EMR) each time the information is gathered.

## **MONITORING**

This policy is monitored through the SBHO Quality Improvement Program.