

APPENDIX F: BEHAVIORAL HEALTH TOBACCO POLICY CHECKLIST

As your organization drafts its tobacco-free policy, utilize this checklist to ensure that each area below is appropriately addressed in your written policy.

Tobacco-Free Environment (for Clients, Staff and Visitors)

- ☐ Program Buildings (indoors)
- ☐ Program campus/grounds
- ☐ Vehicles
- ☐ Program Sponsored events
- ☐ Specifically prohibits staff and clients from smoking together

Enforcement (for clients, Staff and Visitors)

- ☐ General enforcement
- ☐ Identifies specific enforcement consequences
- ☐ Mention of cessation and/or education
- ☐ Establishes designated individual(s) for enforcement

Screening, Education and Treatment Services

- ☐ Screening for tobacco use at intake
- ☐ Removes tobacco products from client possession at intake
- ☐ Client education curriculum mentioned (e.g. format, hours, frequency)
- ☐ Staff training mentioned (e.g. format, hours, frequency)
- ☐ General cessation mentioned
- ☐ Referral to outside cessation services mentioned
- ☐ Onsite cessation program mentioned
- ☐ Specific behavioral treatment services mentioned
- ☐ Specific pharmacotherapy treatment services mentioned

Policy Organization

- ☐ Communication of the policy
- ☐ Printed Materials
- ☐ Signage
- ☐ Rationale given for health or environmental consequences
- ☐ Policy indicates all tobacco products, including e-cigarettes, preferably using the state definition of tobacco products
- ☐ Applicable enforcement/adoption date
- ☐ Individual(s) identified to review and/or update the policy