

## 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