

The Grantee's facilities, except for mental health residences, as defined above, must be tobacco-free on or before July 1, 2015. Mental health residences shall participate in an agency wide performance improvement process and develop an implementation plan to help people quit smoking. The implementation plan shall be electronically submitted to Department of Mental Health by June 30, 2016. The Grantee shall determine and establish written policies, procedures, and methods designating their facilities as tobacco-free environments. These policies, procedures, and methods should at a minimum include the following:

- a. Defines the facility, vehicles, and grounds that are tobacco-free.
 - b. Prohibits patients, family members, and other visitors from bringing tobacco products, substitutes, and paraphernalia to the facility.
 - c. Requires all patients, staff, volunteers, and visitors to be informed of the tobacco-free policy including posted notices and copies of the policy.
 - d. Prohibits staff from using tobacco products at work, during work hours.
 - e. Establishes a tobacco-free policy for staff while they are on the site of the service.
 - f. Establishes screening and treatment modalities for patients who use tobacco.
 - g. Describes training on tobacco use and nicotine dependence available to the staff including clinical, non-clinical, administrative, and volunteers.
 - h. Establishes procedures, including a policy to address patients who relapse on tobacco products. Each facility shall address staff policy infractions consistent with the supervisory procedures of that facility.
3. Resources, including procedures and sample written policies, are available on the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs' (ADAP) website at <http://healthvermont.gov/adap/grantees/Grantees.aspx> under "Tobacco-Free Treatment Facility Resources". Technical assistance is available through the Vermont Department of Health, Division of Health Promotion and Disease Prevention, Tobacco Control Program, (802) 863-7330.
4. ADAP Clinical Requirements
- At a minimum, Grantee will screen all clients over the age of 12 engaged in formal addiction treatment for nicotine dependence, using an evidence-based screening tool. If appropriate, the Grantee will offer referral to 802Quits and/or include tobacco cessation as part of the addiction treatment plan using current clinical guidelines for nicotine dependence, as provided by the State. Tobacco cessation therapy treatment tools and clinical guideline references are available at <http://healthvermont.gov/adap/grantees/Grantees.aspx>.