

DBT Program Manual

The program manual contains information about the DBT program's policies and procedures which guide the delivery of DBT service and ensures continuity is maintained regardless of changes in staffing. The manual must contain evidence that the DBT program adheres to the definition of Dialectical Behavior Therapy Intensive Outpatient Program in accordance with [Minnesota Rule 9505.0370 Subp. 12](#) and contain evidence that the Dialectical Behavior Therapy Intensive Outpatient Program continuously meets the requirements described in [Minnesota Rule 9505.0372 Subp. 10](#) for **recipient assessment, recipient eligibility determination process, program structure, treatment components, additional certification requirements, staff qualifications, staff training and supervision**. The program manual is kept onsite and used as a reference to all team members, including orientation for new team members.

Table of Contents

The program manual must include the following information organized by a table of contents:

1. Description of the provider agency and the community served
2. Basis for the DBT program and Program Mission Statement
3. Program Inclusion and Exclusion Criteria
4. Protocol for delivering each Stage of Treatment. (Include program's process for determining the need for and process for delivering each of the treatment stages as follows; pretreatment, stage one, two and three treatment)
5. Description of Referral Sources and Protocol for Provider Assignment (Address any treatment arrangements with outside providers that are considered part of the DBT team).
6. Description of each Treatment Component
 - a. Individual DBT Therapy
 - b. Group Skills Training
 - c. Skills Coaching (include coaching protocol used)
 - d. Team Consultation
 - e. Auxiliary modes of treatment
7. **Updated: Description of Staff Development and Supervision. Include a protocol for orientation and commitment of new providers; including study of the treatment manual, the agency's program manual and in-service or continuing education expectations. Include your process for ensuring that each team member obtains and maintains competencies (may include observation of treatment delivery either in-person or through recording treatment sessions.)**
8. Termination (include information on unilateral termination conditions) and Transfer Procedures
9. Quality Monitoring and Improvement Processes
10. **Updated: Suicide Intervention Policy** (This policy must describe staff responsible for assessing suicide risk assessment, assessment tool used, suicide intervention protocol, how the assessment and intervention are followed up on, documentation of assessment and intervention.)
11. Appendices
 - a. Individual Therapy
 - i. **Updated: Sample of a completed progress note (please use a mock client or redact identifying info)**
 - ii. Therapy contract
 - iii. Sample diary card
 - iv. Coaching call protocol
 - b. Group Skills Training

