

GOING TOBACCO-FREE FOR RECOVERY

RECOMMENDATIONS AND POLICY GUIDELINES TO TRANSFORM YOUR BEHAVIORAL HEALTH FACILITY TO A TOBACCO-FREE ENVIRONMENT

Individuals with mental health conditions and substance use disorders (i.e. behavioral health conditions) are disproportionately impacted by the harms of tobacco. 75% of adults with serious mental illness and substance use disorders (SUD) want to quit smoking, but only 58.2% of Indiana's mental health treatment facilities and 44.9% of SUD treatment programs offer tobacco treatment.

Having a comprehensive tobacco-free environment sends the message to staff and clients that the organization and its leaders are committed to the health and well-being of everyone. A tobacco-free environment also creates a supportive place for those who want to quit tobacco.

AFTER YOUR FACILITY HAS IMPLEMENTED TOBACCO CESSATION PROGRAMS, BEGIN TO ESTABLISH THE POLICIES AND PROCEDURES REQUIRED IN A TOBACCO-FREE ENVIRONMENT AND WORKPLACE



Assemble a tobacco-free planning committee. This committee should include a diverse group of individuals, ranging from leadership and administrators to staff at all levels of the organization. Committee members will provide key input and support on the development, implementation, and sustainability of the tobacco-free policy and procedures.



Develop a timeline and budget. Every organization is unique and has its own factors that may support or provide challenges to successfully implement a tobacco-free policy. By creating a timeline and budget, you can help to identify organizational resources and priorities to set realistic project goals and address potential barriers to implementation. [Download a sample budget worksheet.](#)



Draft your tobacco-free policy. A "tobacco-free" policy contains all forms of tobacco products, including smokeless tobacco and e-cigarettes/vapes. The policy should be clear and concise, explaining restrictions and how the policies will be enforced for all. A property-wide policy is recommended and the best way to denormalize tobacco use and decrease secondhand smoke exposure. [Click here](#) to view a sample policy or see "additional resources" section.



Communicate your policy to all affected parties. Before and after the policy is effective, use various communication channels (i.e. emails, newsletter, staff meetings, signage, intranet, social media, etc.) to promote the policy change and build awareness. Messaging should use simple and direct language and include details on the implementation processes and timeline, support available for those who use tobacco (including employees), and guidelines around policy enforcement.

References

Substance Abuse and Mental Health Services Administration, National Mental Health Services Survey (N-MHSS): 2017. Data on Mental Health Treatment Facilities. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2018.

Substance Abuse and Mental Health Services Administration, National Survey of Substance Abuse Treatment Services (N-SSATS): 2017. Data on Substance Abuse Treatment Facilities. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2018.

NASMHPD: Technical Report on Smoking Policy and Treatment in State Operated Psychiatric Facilities, 2006. Accessed online at: <https://www.nasmhpd.org/content/smoking-policy-and-treatment-state-operated-psychiatricfacilities>



Provide training to staff. You should educate all employees on the new policy and address misinformation and misconceptions about tobacco and tobacco use. Staff should be provided opportunities to learn more about tobacco cessation and their role in helping clients to quit. Training opportunities may include: screening and assessment tools, motivational interviewing, evidence-based pharmacotherapy, cognitive and behavioral strategies, strategies to work with priority populations, and community referrals and resources such as the [Indiana Tobacco Quitline](#).



Launch your tobacco-free policy! Before your policy is launched, ensure all necessary signage is posted. Key locations include building entrances and around the property perimeter. Be sure to tailor your signage to your client population by including different languages, if needed. [Click here to view signage examples](#).



Track progress and monitor challenges. Be prepared to address negative reactions by some staff and clients. Studies show that smoking bans do not increase aggression, use of seclusion, discharge against medical advice, or use of as-needed medication. Monitor progress by collecting data related to the project's goals. This may include rates of tobacco use screening, treatment utilization, tobacco use status at discharge, as well as compliance to the tobacco-free grounds policy and staff and client feedback.

BEST-PRACTICES AND ADDITIONAL RESOURCES

- [Indiana Division of Mental Health & Addiction \(DMHA\) FY2019 Contract language, pg_26](#)
- [Indiana Tobacco Prevention & Cessation Commission: Off-Duty Use of Tobacco by Employees](#)
- [Sample TF Policy Violations and Enforcement Measures](#)
- [Sample Tobacco-Free Policy Timeline](#)
- [Tobacco-Free Workplace - Southwestern Behavioral Healthcare](#)
- [Steps and Strategies for Working With Employees Regarding Tobacco-Free Policy](#)
- [There is No Constitutional Right to Smoke or Toke - Public Health Law Center](#)
- [How to Implement a Tobacco-Free Policy \(Infographic\)](#)

TOOLKITS & WEBINARS

- [A Toolkit to Address Tobacco Use in Behavioral Health Settings by the American Lung Association](#)
- [DIMENSIONS: Tobacco Free Toolkit for Healthcare Providers](#)
- [Taking Texas Tobacco Free: A Step-by-Step Guide to Implementing a MultiComponent Tobacco Free Workplace](#)
- [Implementing Tobacco-Free Policies in Community Behavioral Health Organizations \(archived webinar\)](#)



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