

	County of Sacramento Mental Health Division Adult Mental Health Services	Policy No.	09-01
		Issued Date	03-31-09
		Revision Date	
AREA:	TITLE:		
Subacute Services	Willow Glen, Transitional Residential Requests for Psychiatric Hospitalization		
Approved by:	Approved By:		
Kelli Weaver, MSW Program Coordinator	Sandy Damiano, PhD Chief		

I. POLICY

The Intensive Placement Team (IPT) and the Mental Health Treatment Center (MHTC) work collaboratively with Willow Glen, Transitional Residential program to ensure patients have access to acute psychiatric hospitalization when clinically indicated in a timely manner.

II. DEFINITIONS

- A. Intensive Placement Team: Team of designated mental health staff, who evaluate referrals, provide service authorization and consultation for the following services: subacute placements and Turning Point Integrated Service Agency (ISA).
- B. Willow Glen, Transitional Residential: Licensed by Community Care Licensing as Adult Residential Care facilities. They provide a range of services that focus on an individual's recovery and return to community based services. This program is designed to provide services to individuals with persistent mental disorders or co-occurring substance use disorders with significant behavioral challenges that may include but are not limited to; Schizophrenia, Schizoaffective disorder, Bipolar disorder, as well as a range of Personality disorders with functional impairments in daily living. They also serve individuals with co-morbid medical conditions that may include but are not limited to Diabetes, Hypertension, and Traumatic Brain Injury. They offer a viable alternative to Mental Health Rehabilitation Center's, Locked Skilled Nursing facilities and Napa State Hospital.

III. PROCEDURE

A. Requests For Psychiatric Hospitalization

- 1. Willow Glen, Transitional Residential Role:
 - a. Contacts the LPS Deputy Conservator to notify/authorize psychiatric hospitalization.
 - b. Contacts IPT to report the need for psychiatric hospitalization.

- c. Contacts the MHTC Crisis Stabilization Unit (CSU) nurse to provide a verbal report including the following:
 - 1) Reason(s) for requesting hospitalization including precipitants and stressors
 - 2) Clinical status – current and baseline
 - 3) Medical status
 - d. Faxes a referral packet to the MHTC CSU. The packet includes the following:
 - 1) Medication and treatment, medical problems, specialty care, allergies, etc.
 - 2) Names and contact numbers for all physicians involved in the patient’s care
 - 3) Patient history, including intake notes and the most recent progress notes from the psychiatric and primary care physicians
 - 4) Legal status and copy of paperwork
 - 5) Treatment interventions attempted
 - e. Contacts the LPS deputy once a disposition has been determined.
2. IPT Role:
- a. If staff have been providing clinical consultation, IPT faxes a progress note to the MHTC CSU along with interventions attempted, outcomes, and any recommendations. This will be placed in the patient’s medical record whether or not the patient is hospitalized.
 - b. If the patient is admitted to the MHTC, staff coordinates care with the treatment team and facilitates transition back to the MHRC/SNF or other placement when stabilized.
3. MHTC CSU Role:
- a. Crisis Nurse completes an intake form. Staff should alert the MHTC Executive Team of the referral
 - b. Reviews the packet as soon as possible for admission parameters within one hour.
 - c. If patient appears to need “acute psychiatric hospitalization” and meets admission criteria, staff will consult with an Executive Team member. The Executive Team member makes the final determination. If approved, the MHTC will immediately contact Willow Glen and accept the patient for transfer.
 - d. If staff are unsure about the admission parameters, s/he should consult with the psychiatric physician on duty for the Crisis Unit at that time. This should be completed expeditiously.
 - e. Staff should send a response within two hours of receiving the fax.

4. MHTC Administrative Review and Decision Process:

- a. If the patient does not meet the admission parameters, CSU staff should contact the Crisis, Clinical, Nursing, or Medical Director(s) for review and decision-making.
- b. The director either approves or denies the admission utilizing the following process and documents the rationale for the decision on a progress note for inclusion in the medical record:

1) Approval:

- (a) Approves the admission, informs the CSU staff and documents the decision in the medical record. Staff will immediately contact the Transitional Residential facility and accept the patient for transfer.
- (b) If the admission is approved, a thorough chart review should be conducted post admission to include review of the referral packet as well as MHTC admission documents. The director may do this review or delegate it to another staff. Feedback from the review will be provided to the IPT Program Coordinator.

2) Denial:

- (a) Denies the admission, informs the facility of the denial as well as the rationale, and documents the decision in the medical record. The designated director contacts the IPT regarding the denial as well as any treatment recommendations for follow-up if indicated.
- (b) If admission is denied, consultation to the facility is provided by the IPT staff as soon as possible.

3) Rationale for denial:

- (a) Medical instability – may require medical clearance
- (b) Dementia – depending on circumstances
- (c) Organicity – as a primary diagnosis
- (d) Unable to transfer – depending on circumstances

Rationale should consider the facility's determination of their inability to safely manage the behaviors due to the constraints of their licensing criteria and the safety of other residents.

5. Transportation:

- a. Once approved for admission
- b. If authorized to North Valley or Sequoia Willow Glen will escort resident to the receiving facility.
- c. If resident is admitted to the MHTC , the Public Guardian will be responsible to arrange for the ambulance.

6. Medical Clearance:

- a. MHTC reviews referral packet and determines that a medical clearance is required.
- b. MHTC will provide Willow Glen a detailed report of what they will need in order to admit the resident
- c. In a situation that is considered an emergency Willow Glen will call 911 to respond to the situation, and will notify the Public Guardian and IPT.

Form References:

N/A

IV. REFERENCES	Related Policies & Procedures	State/Federal Codes/Other References
	Adult MH P&P 09-02 Multi-Agency Collaboration Agreement	N/A
	Adult MH P&P 09-03 Subacute Placement Referrals	
MHTC P&P 08-14 Subacute Referrals to IMD or State Hospital		
V. CONTACTS	Name	E-mail
	Kelli Weaver, MSW, Program Coordinator Intensive Placement Team	weaverk@saccounty.net
VI. SCOPE	<input checked="" type="checkbox"/> Mental Health Staff	<input checked="" type="checkbox"/> Adult Contract Providers
	<input checked="" type="checkbox"/> Mental Health Treatment Center <input type="checkbox"/> Specific grant/specialty resource	<input type="checkbox"/> Children's Contract Providers