

PROTOCOL FOR: Referral and Admission to Partial Hospital Program and Intensive Outpatient Program (PHP/IOP)

- POLICY:**
1. Referrals are made directly to the program by contacting the Intake Coordinator. Sources of referral include referring clinicians, residential and community care facilities/agencies, inpatient psychiatric units, and patient self-referral.
 2. The Initial Screening Form will be completed by the Intake Coordinator receiving the referral and will include:
 - a. Date and time of referral
 - b. Name of person taking referral information
 - c. Patient's name, sex, date of birth, address, phone number and social security number
 - d. Referral source information: organization, name of person originating referral, title, phone number, organization, address
 - e. Name of caller if different from above, and his/her relationship to the patient
 - f. Insurance information, Medicare number, name and number of secondary policy, if applicable
 - g. Presenting problem/chief complaint
 - h. Transportation needs
 - i. Living situation; patient must have a home or alternate living situation that provides adequate support to maintain the patient outside the program
 - j. Conservator name and phone number, if applicable
 - k. Primary care physician name and phone number
 - l. Other allied health professionals involved with patient's care
 - m. Disposition: evaluation time/date, with Intake Coordinator
 3. Eligibility for admission to the program is based on assessment by the Program Manager or designated clinical staff, with final approval by the attending psychiatrist. All evaluated patients are diagnosed according to the DSM IV-TR.
 4. If deemed appropriate for admission to the program, an intake appointment is scheduled at that time. The Admissions Coordinator will collaborate with the referring therapist/agency once appropriate releases have been signed.
 - a. In-house referrals require an abridged intake; copies of needed documents will be added to the PHP medical record.
 - b. Inpatient records will include recent physical examination data (patients referred from JDH inpatient psychiatry).

PROTOCOL FOR: Referral and Admission to Partial Hospital Program and Intensive Outpatient Program (PHP/IOP)

5. The patient is required to have insurance and be willing to take any additional responsibility for payment as needed. Preauthorization/ precertification is done by Intake Coordinator
6. If the patient is not appropriate for treatment, appropriate referrals will be made and documented on the initial screening form, which is filed in the intake screening log, and the patient will be informed of options.
7. In the case of a readmission, the referral process may be abbreviated if the readmit occurs within 30 days.
8. For an IOP admission, the Intake Coordinator is also responsible for the following:
 - a. Admission dictation
 - b. Mental status exam
 - c. Multiaxial assessment
 - d. Biopsychosocial formulation
 - e. Admission Treatment Plan section
9. Once a patient is admitted to the PHP/IOP, the Treatment Coordinator notifies by letter the patient's PCP, psychotherapist and psychiatric prescriber informing them that the patient is in treatment.
10. At the time of intake, each patient will sign a Permission to Treat form and will receive information about the program. The Intake Coordinator will countersign the Permission to Treat form as a witness.
 - a. Patients cannot live with or have a social relationship with any patients currently enrolled or scheduled to be enrolled in PHP.
11. At the time of admission, the patient must be motivated to engage in treatment and agree to follow program rules, regulations, group guidelines, and attendance requirements of the program. This includes collaboration with the treatment team with regard to treatment planning and cooperation with treatment goals, such as volunteer jobs, Alcoholics Anonymous meeting, etc.
12. Patients must agree to allow PHP physicians and APRNs to manage their medications and consult community prescribers about medication management and/or other health care issues that affect their care within the program.
13. PHP patients are admitted by orders of the attending psychiatrist. Orders must be signed within one day.

PROTOCOL FOR: Referral and Admission to Partial Hospital Program and Intensive Outpatient Program (PHP/IOP)

14. If during the admission process staff deem the admission to be inappropriate, the attending psychiatrist and Program Coordinator will be informed immediately and the admission process will be suspended pending resolution.

DESIRED PATIENT

- OUTCOMES:**
1. The patient will understand and will agree to the treatment recommendations to fully participate in PHP.

**CLINICAL
ASSESSMENT AND
CARE:**

1. The Program Manager and/or Intake Coordinator will conduct a face-to-face screening and will complete a psychosocial assessment to establish eligibility and appropriateness for admission, to identify any special issues or concerns and to gather all essential background information. The initial screening form will include, but not be limited to:
 - a. Patient's name and marital status
 - b. Emergency contact, relation to patient and phone number
 - c. Precipitating event and current condition
 - d. Previous hospitalization and mental health treatment
 - e. History of suicidal/homicidal thoughts/behavior
 - f. History of compliance
 - g. General medical condition
 - h. Initial treatment goals identified by patient
 - i. Any other pertinent information to make appropriate evaluation
2. Following intake, an admission date is coordinated with the patient and referral sources, as appropriate.
3. Patient housing and transportation is verified prior to admission. If necessary, cab service is arranged.
4. Registration will occur by the office assistant at the time of admission.
5. The Interdisciplinary Database is initiated upon admission by the Intake Coordinator. If the patient was referred from JDH inpatient psychiatric services or received treatment at PHP/IOP within the preceding 30 days, an updated Interdisciplinary Database will be completed. If the patient is new to the program or the patient received treatment at PHP/IOP more than 30 days prior, a full Interdisciplinary Database will be completed.

PROTOCOL FOR: Referral and Admission to Partial Hospital Program and Intensive Outpatient Program (PHP/IOP)

6. Admitting staff member has the patient sign all necessary documents, including but not limited to:
 - a. Request for Voluntary Admission to the Partial Hospitalization Program and Authorization for Treatment form;
 - b. Patient Rights information form
 - c. PHP/IOP Admission Safety Plan Assessment form
 - d. Financial Agreements
 - e. High Risk Assessment form
 - f. Patient Health Questionnaire (PHQ-9)
 - g. Authorization to Obtain/Disclose Protected Health Information
 - h. Patient Orientation checklist
7. The Intake Coordinator completes the Utilization Review form.

DOCUMENTATION: Comprehensive Admission Note written by MD or other admitting physician
Care Path
Global Assessment of Functioning (GAF)

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 06/07

REVISION DATES: 10/08