



Administrative Policies and Procedures: 19. 4

Subject:	Emergency Mental Health Referrals and Transfers for Youth in Youth Development Centers
Authority:	TCA 33-3-401, 33-3-412, 37-5-105 (3), 37-5-106
Standards:	ACA: 4 JCF-4D-01, 4 JCF-4D-06; COA: PA-JJR 5.03-5.04, PA-JJR 7.03-7.05, PA-JJR 7.08
Application:	To All Department of Children's Services Youth Development Center Employees, Contract Service Providers, and Family Service Workers.
Policy Statement:	
When a youth in a Youth Development Center (YDC) is presenting with a danger to self or others, the YDC shall notify Crisis Services for an assessment to determine psychiatric treatment needs.	
Purpose:	
To ensure youth in a YDC receive all medically necessary emergency psychiatric treatment services.	
Procedures:	
A. Identification of psychiatric need	YDC staff is responsible for identifying youth in need of emergency psychiatric treatment or treatment services exceeding the capacity of the YDC.
B. Treatment needs exceeding capacity of YDC	<ol style="list-style-type: none"> 1. When YDC staff identify youth posing an immediate likelihood of serious harm because of a mental illness or serious emotional disturbance, the YDC staff notifies Crisis Services for assessment. 2. Each YDC has a local policy or protocol that outlines the chain of command and staff responsibilities for notification of appropriate officials in an emergent situation, including crisis services, superintendent/designee, and contract psychologist/psychiatrist, medical if necessary and the mental health treatment team as needed.
C. Safety	Immediate measures are implemented to protect a youth from self-harm and to maintain the safety of others in the facility until appropriate mental health, medical and supervisory assistance can be obtained. Each YDC has a local policy or protocol that outlines these procedures.
D. Crisis Services	<ol style="list-style-type: none"> 1. Mobile crisis services are provided through statewide contracts. Refer to Collateral Documents for contact information.

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	<p>2. Crisis Services assess the need for emergency psychiatric treatment and make recommendations for hospitalization or safety protocol in lieu of hospitalization.</p> <p>3. Recommendations indicated by Crisis Services are implemented.</p>
<p>E. Emergency hospitalization</p>	<p>1. Youth admitted for emergency hospitalization are stabilized (generally 3-5 days depending on diagnosis and treatment) and, in most cases, are then transferred back to the YDC.</p> <p>2. The YDC Contract Psychologist and regional Health Psychologist coordinates discharge planning with the hospital.</p>
<p>F. Sub-acute residential facility (level 4)</p>	<p>1. If Mobile Crisis does not recommend emergency hospitalization, notify the DCS YDC Contract Psychologist and the regional Health Psychologist for review and consultation.</p> <p>2. The consultation may include recommendations for a referral to a sub-acute DCS residential facility (level 4) to accommodate treatment needs exceeding the capacity of the YDC.</p> <p>3. Referrals to sub-acute DCS residential facilities (level 4) are coordinated through the regional DCS Child Placement Office.</p> <p>4. The regional Well Being Psychologist reviews the Level 4 services at intervals until the youth can be appropriately transitioned back to the YDC.</p>
<p>G. Documentation for transfer to a hospital or sub-acute DCS residential facility (level 4)</p>	<p>When a youth is being temporarily transferred to a hospital or a sub-acute DCS residential facility the following documents should be provided, but are not limited to:</p> <ul style="list-style-type: none"> ◆ Commitment documents and face sheet (not needed for sub-acute DCS residential facility) ◆ Current and past psychological and psychiatric reports ◆ Pertinent assessment reports from classification ◆ Medical history including allergies ◆ EPSDT medical report ◆ Medication list
<p>H. Notification to family YDC staff, and regional staff</p>	<p>The YDC staff, per local policy or protocol, promptly notifies the family, the YDC case manager, and the DCS regional Family Service Worker of temporary hospitalization or placement in a sub-acute DCS residential facility (level 4) for treatment.</p>

<p>Forms:</p>	<p><i>None</i></p>
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Collateral documents:	Youth Villages Specialized Crisis Services (age 17 and under) Mobile Crisis Adult Services (age 18 and over)
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