

Partial Hospitalization Program (PHP): Procedures for Hospital Diversion Admissions

A. Services will be provided by Dominion Hospital at:

**2960 Sleepy Hollow Road
Falls Church, VA 22044
703 538-2872 phone
703 536-2523 fax**

B. Referral criteria and procedures for Hospital Diversion Admissions

1. Criteria:

- a. Age 18 and over
- b. No health insurance or insurance benefits have been exhausted.
- c. Meets clinical criteria for Temporary Detention Orders (e.g.: imminent risk to self/others, substantial inability to care) or at risk of psychiatric hospitalization on the basis of meeting at least two of the Medicaid Eligibility Criteria for Crisis Stabilization (H2019) listed below:
 1. Experiencing difficulty in maintaining normal interpersonal relationships to such a degree that they are at risk of hospitalization or homelessness or isolation from social supports.
 2. Experiencing difficulty in activities of daily living (ADL) such as maintaining personal hygiene, preparing food and maintaining adequate nutrition, or managing finances to such a degree that health or safety is jeopardized.
 3. Exhibiting such inappropriate behavior that immediate interventions by mental health, social services, or the judicial system are necessary.
 4. Exhibiting difficulty in cognitive ability (e.g.: the individual is unable to recognize personal danger or recognize significantly inappropriate social behavior).
- d. Client requires short-term psychiatric care which is more intensive than outpatient but less intensive than inpatient or crisis stabilization unit.
- e. Primary MH diagnosis (e.g.: not primary Substance Abuse)
- f. Voluntary

2. Referral Source:

- a. Eligible
 1. Individuals who are evaluated by CSB staff at local sites designated by the local CSB.
 2. Individuals who have been directed to see CSB Emergency Services staff at a local Emergency Department.
- b. Ineligible

1. Individuals unknown to the CSB who present to a hospital emergency department expressly for the purpose of psychiatric admission are considered to be patients of that facility.
 2. Referrals from inpatient psychiatric units for individuals in non-state funded beds.
 3. Referrals from hospital medical units.
3. Procedure:
 - a. Individual is evaluated face-to-face by CSB Emergency Services staff person
 - b. Determination is made that individual meets Admission Criteria listed above and can be served in a lesser restrictive alternative than hospitalization or crisis stabilization unit
 - c. Emergency Services staff person
 1. Identifies PHP with available bed
 2. Completes Preadmission Screening Form and sends to PHP
 3. Completes LIPOS PHP Authorization Form and Utilization Review Form and faxes to PHP and Regional Projects Office (703 968-4020) at the time of authorization – May authorize 3-5 program days
 4. Reviews program orientation sheet with consumer
 5. Assists in developing transportation plan with consumer
 6. Provides/assures that individual has medication
 7. Identifies start date
 8. Notifies CSB Discharge planner
 4. Discharge and Utilization Review Procedure:
 - a. CSB Discharge Planner will review the individual's status at least every three working days and may approve an extension of up to three additional days beyond the initial authorization of five days.
 - b. Further extensions of up to three days, per request, must be approved by the Mental Health Director (or designee) from the Case Management CSB.
 - c. CSB Discharge Planner faxes all LIPOS PHP Extension Forms to PHP and Regional Projects Office at the time of authorization
 - d. At time of discharge, PHP gives discharge instructions to consumer and faxes discharge summary to CSB discharge planner.
 - e. CSB Discharge Planner faxes LIPOS PHP Receiving Form to Regional Projects Office (703 968-4020) at time of PHP discharge
- C. PHP shall provide the following within the designated time period of the consumer's participation:
- Full day program, five days per week for approximately 7 hours per day.
 - Individual, group, milieu, and family therapy
 - Monitor medication in collaboration with consumer

- Case coordination with CSB for aftercare arrangements
- Risk assessments
- Psychiatric services

D. Discharge planning

1. CSB discharge planner will be the lead in the discharge planning for consumers served under this contract.
2. PHP shall actively invite agency designated facility clinicians and CSB mental health clinicians to be active participants in the treatment process.
3. PHP shall immediately notify the referring CSB staff if a consumer should stop attending the program.

E. PHP will maintain contact with the referring CSB staff and the Regional Projects Office contact during the course of the consumer's enrollment in the PHP.

1. Appropriateness of consumer participation will continue to be assessed throughout PHP enrollment.
2. Consumer absences, consumer lack of participation, absence of clinical benefit to consumer will be reported in a timely manner. .
3. If the consumer in a PHP needs a more intensive level of care or a lesser intensive level of care, PHP will consult with the CSB in a timely manner. If consumer needs LIPOS inpatient treatment, CSB staff will evaluate the consumer and make arrangements for inpatient care.

Attachments:

- LIPOS PHP Authorization Form and Utilization Review Form
- LIPOS PHP Extension Form
- LIPOS PHP Receiving Form
- Orientation Sheet
- Bus information

Addendum: A limited cab fund is available until funds are completely disbursed. Contact Julie Parkhurst at 703 449-6303 during business hours for more information about this fund.