Partial Hospitalization Program (PHP): Procedures for Step-Down Admissions

A. Services will be provided by Inova in three locations:

A service of Inova Mt. Vernon Hospital at:
6910 Richmond Highway, Suite 110
Alexandria, VA 22306
703-660-8100 phone
703-768-0103 fax

A service of Inova Fairfax Hospital at:
3020 Javier Road
Fairfax, VA 22031
703-289-7560
703-289-4612 fax

A service of Inova Loudoun Hospital at:
224B Cornwall Street, NW
Leesburg, VA 20176
703-771-2960
703-771-2978 fax

B. Referral criteria and procedures for **Step-Down Admissions**

1. Criteria
   a. Age 18 and over
   b. No health insurance or insurance benefits have been exhausted
   c. Individual is in a state-funded (LIPOS, NVMHI, WSH) psychiatric bed
2. Referral Source: CSB Discharge Planner will evaluate individual for appropriateness, in collaboration with treatment facility staff, and coordinate admission with PHP.
3. Procedure:
   a. Case Management CSB Discharge Planner:
      1. Contacts PHP about slot availability and consumer needs
      2. Completes paperwork and faxes to PHP
         - Updated Preadmission Screening Form
         - List of consumer's medications and dosages
         - LIPOS PHP Authorization Form and Utilization Review Form: May authorize 3-5 program days
      3. Gives orientation sheet to consumer
      4. Talks with consumer about transportation: Provides bus or cab information if needed
      5. Assures that consumer has medication
      6. Faxes LIPOS PHP Authorization Form and Utilization Review Form to the Regional Projects Office (703 968-4020)

4. Discharge and Utilization Review Procedure
    a. CSB Discharge Planner 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. At time of discharge, PHP gives discharge instructions to consumer and faxes discharge summary to CSB Discharge Planner
    d. CSB Discharge Planner faxes the following to PHP and Regional Projects Office (703 968-4020) at the time of the authorization:
        - LIPOS PHP Extension Form if applicable.
        - LIPOS PHP Receiving Form

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.