

**Policy:** The Division will outline procedures ensuring the proper transfer of consumers from one division agency to another division agency when appropriate. The Division is responsible for any open case and assumes that division agencies will cooperate with one another to ensure that services are properly provided to the consumer and family in accordance with NRS 433.484 (3); 435.077; 435.100. Transfers from forensic facilities will be in accordance with NRS 178.3981 through 178.471 and this policy's section pertaining to those secure facilities.

**Purpose:** The Division is responsible for ensuring that the transfer of consumers between division facilities is handled in an expedient, efficient and consistent manner.

**Procedures:**

- I. A court-ordered or emergency admission is not considered a transfer and is not affected by this policy.
- II. Referral and/or request for a consumer transfer from one division agency to another can originate from an adult consumer, a parent guardian, a legal guardian or through an agency request. If the transfer request is agency generated, the Division Administrator must approve the transfer.
- III. A consumer, his/her parent guardian, or legal guardian must give informed, written consent to a transfer. If the consumer, or parent guardian refuses to sign a consent form and the transfer request is to proceed, a Denial of Rights form must be filed and the transfer must be ordered by the Division Administrator.
- IV. In an emergency, a consumer may be transferred from one division agency to another on the direction of the Division Administrator.
- V. A need to transfer a consumer from one agency to another shall first be documented by the consumer's treatment team in the medical record under discharge/placement planning or in the individual support plan. The consumer must be eligible for the services of the Division agency to which they are to be transferred. The initiating agency shall provide a written justification of the appropriateness of the transfer, including type of transfer and whether or not the transfer is permanent or temporary. If temporary, anticipated length of stay should be estimated.
- VI. The agency initiating the transfer of a consumer is responsible for the transfer process and any associated cost, including staff escorts, transportation, etc.
- VII. The referring agency shall provide a summary of current information on the consumer, which shall include:
  - A. Current psychiatric and psychological evaluations;
  - B. Current physical and lab work;

- C. Current social history, including placement history;
- D. Summary of admissions to hospitals/programs and duration of stay;
- E. Treatment Plan;
- F. Medication History; and
- G. Risk Assessment Evaluation.
- H. In the case of forensic consumers in addition the following information will be included:
  - 1. Criminal charges which resulted in the arrest of the individual; and
  - 2. Current Locus completed.
- VIII. Date of transfer shall be arranged between the two agencies, with priority given to the next available bed. In the case of forensic facilities the time frames indicated in NRS 178 and filing dates of the court order finding the person Incompetent Without Probability must be observed.
- IX. Both agency administrators involved in a consumer transfer are responsible for notifying their respective accounting and consumer records offices, as well as any other agencies or service providers involved with the consumer [Title XIX, Social Security, CTC, etc.] of the date of transfer. Any funds held for the consumer and consumer's personal effects, with an inventory of same, shall be transferred with the consumer.
- X. For a consumer in a temporary transfer situation, the receiving agency shall provide weekly progress reports to the initiating agency.
- XI. The agency providing temporary/respite/trial placement care shall be responsible for payment for that care.
- XII. If a consumer is to be placed in respite care in another agency, approval must be obtained from the appropriate community services agencies and the Division Administrator.
- XIII. For return of consumer in temporary placement status, all steps in transferring must be taken except:
  - A. Informed consent is not required if return was included in original transfer plan; and
  - B. All costs associated with consumer's return accrue to the initiating agency.
- XIV. Additional procedures for forensic facility transfers:

- A. The process of initiating a civil commitment and transfer subsequent to a finding of Incompetent Without Probability of Attaining Competence under Nevada Revised Statute 178 shall be initiated, if appropriate, when the order of Findings of Incompetency and Order to Civil Commit or Release is received from the District Court with jurisdiction for the criminal case. As defined in NRS, the order shall contain a statement from the judge dismissing the charges with or without prejudice and allowing the individual to be held in custody of the Division for ten days pending filing of a motion for civil commitment. The civil commitment shall be sought after the consumer has been assessed regarding dangerousness to self or others as defined in Nevada Revised Statute chapter 433, and pursued if the consumer is assessed to be a danger to himself or others if released to the community.
  - B. Consumers who are pending a hearing for civil commitment may be transferred to one of the civil hospitals if the Administrator of the Division or his designee (the respective Agency Directors) agrees that the transfer to a less restrictive setting is appropriate.
- XV. Prior to transfer the following will occur:
- A. The psychiatrist from Lake's Crossing Center will contact a psychiatrist at the receiving facility to review the case.
  - B. If there is Axis III (DSM IV) diagnosis, the medical physician for Lake's Crossing Center will review the case with the medical physician at the receiving facility.
  - C. Staff responsible for transportation of consumers must be provided documentation of specific signs and symptoms of any Axis III diagnosis which might require emergency medical treatment en route during the transfer process.
  - D. Should a consumer who has been found Incompetent Without Probability have a medical condition with symptoms which require the care of licensed medical staff be contacted and a motion filed for a continuance of the hearing until such time as they shall not be transported. Under such circumstances the attorney general shall the consumer is stable for transport by forensic staff.
- XVI. Each mental health division agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.



Administrator

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