Policy: It is the policy of the Division that psychiatric inpatient admissions be based on established criteria and statute.

Purpose: This policy specifies procedures for admitting consumers to state psychiatric inpatient facilities while ensuring their safe and legal treatment.

References:

NRS 433A.115	Mentally ill person defined
NRS 433A.120	Types of admission
NRS 433A.130	Forms of admission
NRS 433A.140	Voluntary admission
NRS 433A.150	Emergency admission procedure
NRS 433A.165	Medical clearance required

Procedures:

I. The Division administers psychiatric facilities that provide a full service of treatment to people with mental illness who are capable of participating in a treatment program, including inpatient and psychiatric emergency care in Psychiatric Observation Units (POUs). The Division also administers the forensic mental health service that provides a range of services to individuals in the criminal justice system including assessment and treatment to competency per Chapter 178 and assessment and treatment of individuals found not guilty by reason of insanity.

II. The inpatient psychiatric facilities shall accept for admission individuals who are referred pursuant to NRS 433A.150, voluntary, emergency, or involuntary admissions. The forensic unit shall accept consumers referred under NRS 178 or 175, and administrative transfers.

III. The usual route of admission will be through the POU in civil psychiatric facilities. Admission to the forensic unit occurs only via a court order per NRS 178 or 175 or Administrative Transfer approved by the Administrator of the Division.

IV. Division agencies shall use the proper form pursuant to NRS 433A.130 for consumers admitted under emergency hospitalization. If the referring agency does not have the appropriate form, the Division agency will provide the necessary forms. Every effort shall be made to assist the refering agency with admission standards before a consumer is denied admission. The Lake's Crossing Center forensic facility does not accept emergency admissions.

V. Individuals who present at admission will be assessed and processed by the Division admission staff in a timely and courteous manner. Each Division agency will develop a quality assurance tracking system that will be able to track how long it takes individuals to be evaluated and admitted or refused admission. The quality assurance system shall include a consumer satisfaction survey.

In the case of Lake's Crossing Center (LCC) Nevada's forensic facility, this survey shall include periodic surveys of the courts.

VI. Consumers admitted to the Division of MHDS, pursuant to NRS 178, 433A.150, 433A. 310, are to be closely supervised and monitored to prevent escape or elopement from any and all activities. Agencies will develop/implement the necessary policies and procedures that address staff duties and responsibilities regarding consumer escapes, elopements or conditional leave.

VII. No Division-employed psychiatrist may refuse to admit an individual who is being referred for emergency admission unless the referring physician is contacted and the case is discussed. If the referring physician is not available, the referring facility will be contacted and the case will be discussed and/or confirmation will be made that all documentation and/or information has been received from the sending facility. This procedure must be documented.

VIII. No consumer referred on a court order will be denied admission. If the admission staff or agency director feel that the court order is clinically inappropriate or that the court order is in conflict with Nevada Revised Statutes or existing cooperative transfer agreements, he should contact the Division Administrator. The Division Administrator shall refer the matter to the Deputy Attorney General for a legal opinion. In no instance shall any agency violate or fail to comply with the court order which has been issued. Lake's Crossing Center forensic facility shall admit consumers in the sequence the court order was filed as well as based on consideration of acuity. Consumers shall not be admitted to LCC in excess of the allotted bed census.

IX. Division agencies or programs who are referring consumers for Division inpatient services shall establish policy and procedures that ensure forms are properly completed, evaluations are conducted, treatment plans are enacted and clinical progress notes are faxed to the admission office.

X. Division agencies shall ensure that any consumer who is being transferred to its agency by the police or sheriff's office receives priority admission service so that officers are not unduly delayed.

XI. Divison psychiatric facilities shall have COBRA procedures in place.

XII. If after the evaluation process it is determined that the individual does not require hospitalization, an appropriate referral shall be made and documented.

XIII. Each agency who receives crisis calls after normal working hours shall establish appropriate procedures to ensure that calls are expeditiously handled. Procedures should include provisions for a telephone service log, follow-up intervention, staff training, etc. The telephone service log should include date and time of call, name of caller, staff time spent on call and staff member's name,

whether or not caller was homicidal or suicidal, and a brief statement of caller's problem and disposition of the case.

XIV. Each 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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