Policy: It is the policy of the Division of Mental Health and Developmental Services to provide continuity of care to all consumers in the mental health system.

Purpose: The purpose of this policy is to provide guidelines for accessing mental health outpatient services for all consumers discharged from hospital/residential/forensic programs and Psychiatric Observation Units.

Procedure: Consumers receiving inpatient/institutional services will be assessed for referral to Division community services by the institutional treatment team. Consumers with Medicaid may be referred to available Medicaid programs.

I. The institutional treatment team and the consumer will complete a discharge LOCUS and review available options for follow-up outpatient services at the appropriate LOCUS specified Level of Service. Staff and consumer will complete a release of information form that includes discharge summary, doctor's orders, and other relevant personal health information, which is to be shared with the receiving program.

II. When referring patients to services within the Division, the following procedures will apply:

A. A representative from the referring treatment team shall call the Division receiving site to obtain appropriate appointments for the consumer, or have the consumer's name placed on the waiting list.

B. Should referring staff be unable to contact the site, the information shall be mailed to the appropriate agency. The consumer will be given contact information and instruction to contact the site office as soon as possible after discharge.

C. The receiving site staff member shall note, on the information received from the referring agency, when the material is received and the clinician assigned to the case.

D. The receiving site staff shall forward the information to the appropriate clinician.

E. The information received from the referring agency will be included in the receiving agency's records.

III. To the extent possible, when referring patients to non-MHDS programs, staff will call the program to establish appointment times and/or assist the consumer in establishing contact with a staff of that program.

IV. Each Division agency shall develop specific written procedures to implement the provisions of this policy or shall incorporate this policy into the agency policy manual.

Administrator

REFERENCES:

A. JCAHO: Assessment (PE); Care (TX); Continuum (CC)
B. MHDS Policies and Procedures; MHDS Failure to Show Policy
C. SNAMHS Policies and Procedures
D. N.R.S. 433

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