

Effective Date: 2/3/2010  
Revised Date: 4/12/2017  
Review Date: 4/12/2017

## North Sound Behavioral Health Organization

### Section: 1500 – Clinical: Western State Hospital Admission Screening and Waitlist Management

Authorizing Source: North Sound BHO

Cancels:

See Also:

Provider must comply with this policy and may develop  
individualized implementation guidelines as needed

Approved by: Executive Director

Responsible Staff: Quality Manager

Signature:

Date: 4/20/2017

## **POLICY #1578.00**

### **SUBJECT: WESTERN STATE HOSPITAL ADMISSION SCREENING AND WAITLIST MANAGEMENT**

#### **PURPOSE**

To ensure that residents of the North Sound region are served in settings from which they are expected to gain the greatest possible benefit in terms of treatment and community support, in alignment with individual needs and preferences.

#### **POLICY**

North Sound Behavioral Health Organization (North Sound BHO) will screen all referrals to Western State Hospital (WSH) and organize the WSH regional waitlist such that those individuals who are clinically appropriate for transfer, based on acuity and expected benefit from treatment, are prioritized for admission. North Sound BHO will coordinate care with inpatient units in an effort to achieve safe and appropriate discharge for individuals who have not been prioritized for transfer to WSH.

#### **PROCEDURE**

When it is determined a North Sound resident is likely to require an involuntary detention of 90 or 180 days, the inpatient unit is encouraged to call North Sound BHO's Clinical Oversight Team to provide preliminary information and discuss any less restrictive alternative to inpatient care that may be available and appropriate.

When a North Sound resident is on a 90- or 180-day More Restrictive Order (MRO) and the inpatient unit staff believes a transfer to WSH is necessary, inpatient staff must call North Sound BHO's Clinical Oversight Team for screening and placement on the regional waitlist. The North Sound BHO Quality Specialist screening the request will require documentation from the inpatient unit which addresses the following:

1. Circumstances of admission;
2. Course of current hospitalization;
3. Current symptoms and behaviors;
4. History, including courses of prior hospitalizations;

5. Community resources available to meet the individual's needs on an outpatient basis, including natural supports;
6. Medical condition(s);
7. Recommendations of outpatient treatment team (when available);
8. 90- or 180-Day MRO; and
9. Other information as relevant to each specific case.

Before individuals with dementia and similar diagnoses and those for whom community placement barriers are the presenting issues may be placed on the WSH waitlist, the North Sound BHO will ensure the inpatient unit has requested a Comprehensive Assessment Reporting Evaluation (CARE) Assessment from Home and Community Services (HCS) and they have coordinated with HCS to exhaust all possibilities for appropriate community placement.

It may be necessary for the Quality Specialist reviewing the referral to collect information from a variety of sources and/or to seek clinical consultation before making a determination. For this reason, decisions may require multiple follow-up communications. The Quality Specialist will respond as expeditiously as possible.

Once the referral has been screened, the North Sound BHO Quality Specialist will call the WSH Admissions Coordinator to provide information necessary to arrange the transfer, including the initial determination of waitlist priority.

North Sound BHO requests weekly updates from inpatient units for all individuals on the regional WSH waitlist and may request additional documentation or follow-up from inpatient units when changes in presentation necessitate the consideration of any adjustment in waitlist priority.

North Sound BHO does not have the authority to dictate who WSH admits; therefore, there may be occasions when WSH denies admission. In these cases, North Sound BHO Quality Specialists may collaborate with hospital discharge planners to develop an alternative discharge plan.

If an inpatient unit does not agree with the Quality Specialist's decision on waitlist priority, they may request a conversation between North Sound BHO's Medical Director, the Medical Director of the requesting inpatient unit and other parties as needed. If the inpatient unit is not satisfied with the decision following this discussion, they may request the case be reviewed by North Sound BHO's Executive Director or designee. The outcome of this review is the final decision.

## **ATTACHMENTS**

None