



## Admission Referral to CRP / Overnight Respite Care Out of Catchment Area

### Policy Statement:

FSGC may provide Crisis Intervention, Attendant Care, Individual Therapy, Evaluation, and Respite Care Services in the CRP / Overnight Respite Care Program.

Length of stay in the program is generally brief and determined by medical necessity, billing limitations for crisis and respite care services, and local health department regulations.

This is a community-based service and it should be understood that part of the client's treatment will occur in the community, under staff supervision.

### Appropriate Referrals Criteria

Client does not actively use substances or have a chronic history of substance abuse without treatment
Client shows no evidence of being seriously ill or injured.
Clients who are stable and not acutely suicidal or homicidal waiting for admission to Acute or PRTF stay due to crisis related issues
Client has been aggressive, excessively defiant, is threatening others, has thoughts of self-harm, or acts of self-harm (clinician will need to decide if hospital is more appropriate) are considered appropriate referrals for crisis situations.
Client is not a sexual predator
Client does not actively display psychotic symptoms
Client does not have a Diagnosis of Intellectual Disability (an IQ of 70 or below) Or Significant Autism Spectrum Disorder
Client does not have a history of running from the Lane Street facility
Client is between the ages of 5 and 17 years
Client who has a primary mental health diagnosis needing short term crisis stabilization and could benefit from short-term intensive crisis intervention

\*\* Due to having little to no history on the clients: Communication with admitting clinician or providers from another CMHC referral source is to assist in determining qualifications of the client. If the clinician feels the client is acutely suicidal, homicidal, or has other concerns about maintaining at the Lane Facility their judgment will be trusted in referring elsewhere (i.e. hospitalization)

\_\_\_\_\_  
**Referring CMHC Signature**

\_\_\_\_\_  
**FSGC Signature**

### Conditions

If a child is taking prescription medications, they must be provided in the original, correctly labeled container with clear dosing information and releases signed giving permission for the client to self – administer their medications under staff supervision. Bottles will contain only the amount of medication needed for the child's stay at CRP / Overnight Respite Care Center. Medication will not be delivered to schools by FSGC staff or clients for the purpose of dispensing.

Children will only be allowed contact with those individuals approved by the parent or guardian and who are found to be helpful in the treatment process by FSGC. Clients may only call and receive calls from providers and family members.

### Procedures:

Children will be re-evaluated by a clinician during their stay at CRP / Overnight Respite Care Center to determine if the child continues to meet medical necessity. If a child has stabilized and is no longer in need of the CRP / Overnight Respite Care program, the child may be discharged to the parent prior to the day and time estimated.

The referring mental health center arranges transportation to FSGC. FSGC arranges transportation back to the referring center. Clients will be transported to the actual mental health center and not to the client's home. After hours or weekends the parent of the client will need to meet staff at the mental health center at the agreed upon time. Should the parent / legal guardian fail to receive their child, FSGC will contact the referring CMHC.

No form of corporal punishment shall be used as a means of discipline. No child will be left unattended/unsupervised while in the facility. Children may be restrained as a last resort if deemed necessary to protect them or others from harm using the Managing Aggressive Behavior techniques.

Children who have been admitted to the program and subsequently present with dangerous behaviors, present a risk to themselves or others or attempt to leave the program may be discharged and returned to their parents, referred for acute psychiatric hospitalization or referred to law enforcement officials.

No electronic devices such as iPod, MP3 players, cell phones or video games will be allowed. A child will not be admitted with items of value as they risk being lost, stolen or broken. FSGC will not be responsible for any items lost, stolen, or broken. Children are allowed to bring personal belongings to the program to include clothing, personal hygiene items, and security/comforting items such as a pillow/blanket or stuffed animals. All items will be recorded and checked upon admission and discharge. Child and belongings are subject to an electronic search using a metal detector.

The following hygiene products shall be provided if needed: shampoo, toothpaste, toothbrush and soap. The following items will also be provided and used at staff discretion unless otherwise directed: bug spray and sunscreen for outdoor activities, antibiotic cream and peroxide for first aid. Clients are required to bathe & perform personal hygiene tasks daily during their stay.

**Fees:**

With the exception of SED Waiver Medicaid services, services for clients that have Medicaid only coverage will be billed to Medicaid. Services provided to Clients with No Coverage, Insurance, Insurance with Medicaid, and SED Waiver services will be billed to the referring CMHC.

We agree to adhere to these conditions and procedures.

\_\_\_\_\_  
**Client Name (Print)**

\_\_\_\_\_  
**Parent / Legal Guardian Name (Print)**

\_\_\_\_\_  
**Signature of Child**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Phone #**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**COMPLETE THIS FORM AND FORWARD TO FSGC CRISIS ALONG WITH:**

- ✓ **Screening** (If Applicable)
- ✓ **Treatment Plan or SED Waiver Plan of Care**
- ✓ **Use and Disclosure**

**Once received, FSGC will contact you for review and admission determination. If approved for admission, you may complete the additional Admission Forms on our website to expedite the process.**