

Effective Date: 11/03/2020

Review Date: 11/3/2020

Revised Date: 10/06/2020

**North Sound Behavioral Health Administrative Services Organization, LLC**

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

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 11/03/2020

Signature:

**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 Administrative Services Organization (North Sound BH-ASO) will screen all referrals to Western State Hospital (WSH) for individuals that are not actively enrolled in Medicaid and organize the WSH regional non-Medicaid 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 BH-ASO will coordinate care with inpatient units to achieve safe and appropriate discharge for individuals who have not been prioritized for transfer to WSH.

**PROCEDURES**

When it is determined a North Sound resident who is not enrolled in Medicaid is likely to require an involuntary detention of 90- or 180-day, the inpatient unit is encouraged to call North Sound BH-ASO to provide preliminary information and discuss any less restrictive alternative to inpatient care that may be available and appropriate.

When a North Sound resident who is not enrolled in Medicaid 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 BH-ASO's Clinical Oversight Team for screening and placement on the regional non-Medicaid waitlist. The North Sound BH-ASO 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.

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

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

If an inpatient unit does not agree with the North Sound BH-ASO Quality Specialist's decision on waitlist priority, they may request a conversation between North Sound BH-ASO'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 BH-ASO's Executive Director or designee. The outcome of this review is the final decision.

#### **ATTACHMENTS**

None