

Charleston/Dorchester Community Mental Health Center

ADMISSIONS POLICY

Policy:

It is the policy of the Charleston/Dorchester Community Mental Health Center to provide a wide range of treatment services to consumers who meet admission criteria.

Discrimination due to race, age, ethnicity, sex, sexual orientation, religion, disability, prior criminal record, treatment history or inability to pay is prohibited.

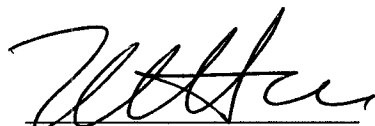
Procedures:

1. All consumers are assessed/screened to insure appropriate program placement or level of care based on treatment needs, preferences and consumer strengths.
2. The Charleston/Dorchester Community Mental Health Center provides multiple points of entry for children, adolescents, adults and families of Charleston and Dorchester counties who require a wide range of psychiatric services.
3. Services may be accessed by one of three ways:
 - a. Telephone contact at any intake location
 - b. Walk in to any of the intake locations
 - c. Contact with Emergency Psychiatric Services/Mobile Crisis

The intake worker will complete an initial triage form to determine the problem, severity and eligibility for services at the Charleston/Dorchester Community Mental Health Center. If necessary and deemed clinically appropriate, by the intake worker, an emergency intake appointment will/can be scheduled that day.

4. All consumers, regardless of eligibility, are informed regarding how to access after hours Emergency Services.
5. Eligible consumers requiring or requesting services are scheduled for an intake appointment at Adult Services within 2 weeks and at CAF services within 30 days. No waiting lists are maintained.
6. Consumers ineligible for services are informed of the reasons for ineligibility and are provided with referrals for alternative services. Referral Sources are notified by telephone of consumer's ineligibility. Referrals to alternative agencies or services for ineligible consumers, appropriate to consumer preferences and needs, will be based on the community resource manual.
7. Logs of consumers ineligible for services are maintained to determine trends or patterns and are reviewed periodically by Program Directors. Recommendations are presented to the C/DMCH Management Team as needed for organizational planning.

8. Eligible consumers present for an initial intake appointments. The intake appointment interview is conducted by a master's level mental health professional to determine consumer strengths, treatment needs and desire, level of care and treatment recommendations. A case manager is assigned and an individualized treatment plan is initiated utilizing consumer input and focusing on needs, preferences, abilities, and strengths.
9. At times the case manager conducting the initial intake is the actual service provider assigned to the consumer and/or family. If another case manager is to be assigned, the intake worker will advise the consumer and/or family of the case manager's name, location and appointment time. The intake worker/case manager will also complete the biopsychosocial assessment; obtain all signed and informed consents and financial information. Consumer orientation and treatment plan formulation begin at the time of intake.



Thomas G. Hiers, Ph.D.
Executive Director

9/29/03
Date

(Revision of policy dated 1/31/97)