

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Psychiatric Services (Pharmacological Management Service for Children and Psychiatric Diagnostic Interview)

PURPOSE: In order to ensure comprehensive mental health services for children seen in Butler County Schools, Psychiatric Services will be provided by a psychiatrist.

POLICY: Children in Butler County Schools may be referred to the psychiatrist for a Psychiatric Diagnostic Interview and Pharmacological Management Services.

PROCEDURE:

Admission Criteria:

1. A Diagnostic Assessment must be completed prior to initiation of Psychiatric Diagnostic Interview and Pharmacological Management Service.
2. The parent/guardian must consent to Psychiatric Diagnostic Interview and Pharmacological Management Service (as noted on a signed TCS Consent form).
3. Client must be exhibiting signs/symptoms of a DSM-V diagnosis.
4. Clinician may consult with psychiatrist for appropriateness of referral based upon acuity of symptomatology, while not disclosing the identity of the child.

Referral Process:

1. Clinician, or designated school staff, will identify a client as potentially benefiting from Psychiatric Diagnostic Interview and Pharmacological Management Service.
2. The client must have a Diagnostic Assessment (or Update) completed for the current enrollment that is no older than one year prior to the initiation of Psychiatric Services.
3. Clinician or administrative staff will provide a copy of the following to psychiatrist
 - a. Full Diagnostic Assessment Form and any subsequent Diagnostic Assessment Update(s)
 - b. Fax Referral Sheet (from when client was first referred) – check to ensure all information is still accurate
 - c. Signed Consent Form (which includes Pharmacological Management Service and Psychiatric Diagnostic Interview)
 - d. Copies of any current Authorization for Release of Information Forms
4. Initial Appointment will be scheduled through TCS office in collaboration with parent/guardian (client as well as parent/guardian must be present for psychiatrist visits).
5. It is not necessary for clinician to be present for client's visit with psychiatrist.
6. NOTE: If it is brought to the treating clinician's attention that the client will be transported to the psychiatric appointment by a non-custodial parent/guardian, the treating clinician should attempt to obtain a Release of Information permitting the non-custodial parent/guardian to communicate with the psychiatrist.

Psychiatrist Process:

1. Psychiatrist will be faxed a final copy of schedule of visits by the preceding afternoon. Initially, appointments will be scheduled in 30-minute increments. Subsequent appointments may be scheduled for 15 to 30 minute increments at the discretion of the psychiatrist. Additionally, longer appointments may also be scheduled based upon the acuity of the case.
2. Psychiatrist will review background data provided by the clinician and will initially perform a Psychiatric Diagnostic Interview at client's first visit.
3. Subsequent visits will be billed as Pharmacological Management Service. Pharmacological Management Service will include the following interventions:
 - a. Prescription of medications and related processes which include:

1. Consideration of allergies, substance use, current medications, medical history and physical status
 2. Behavioral health education to individuals and/or families, (e.g. purpose, risks, side effects, and benefits of the medication prescribed) and
 3. Collaboration with the individual and/or family, including their response to the education, as clinically indicated.
- b. Administration and supervision of medication and follow-up as clinically indicated.
 - c. Medication monitoring consisting of monitoring the effects of medication, symptoms, behavioral health education and collaboration with the individual and/or family as clinically indicated.
4. Psychiatrist may also bill for face-to-face collaboration with parent/guardian; family and significant others involved with the client (as identified in the ISP).
 5. Psychiatrist will provide documentation of clinical services rendered by way of the SOQIC form.
 6. Clients will be seen for Pharmacological Management Service a minimum of four times per year with no break in service greater than 120 days.
 7. A Pharmacological Management Service goal/objectives will be initiated and incorporated into an ISP, or an existing therapy or Pharmacological Management ISP, with collaboration with client and parent/guardian.
 8. Psychiatrist will schedule follow up sessions with parent/guardian and client at the time of visit.
 9. Psychiatrist will provide to TCS an updated schedule by the end of the week in which services have been rendered.
 10. No medications will be kept on the premises or handed directly to client or parent/guardian.
 11. Prescription Blanks shall be kept on the psychiatrist's person or in a locked, secured area.
 12. Prior to follow-up psychiatrist visits, the clinician will collaborate with psychiatrist regarding client's behavior; symptoms and mental status since last Pharmacological Management Service date. This can be achieved via psychiatrist's cell phone or by faxing a report.

Administrative Process:

1. Upon request of clinician, administrative staff may assist in gathering and sending initial data required for referral to psychiatrist.
2. Administrative staff will schedule client appointments for psychiatrist between on-site-visit dates. Administrative staff will make reasonable attempts to remind the parent/guardian of the scheduled visit.
3. Administrative staff will fax to psychiatrist the schedule by the preceding day.
4. Administrative staff will direct phone calls from parent/guardian regarding need for medication refill to the psychiatrist's office at 513-727-1987.

REFERENCED STANDARDS AND REGULATIONS:

Ohio Department of Mental Health Administrative Code 5122
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 10/12/04

REVIEWED: February 2018