

MACOMB COUNTY COMMUNITY MENTAL HEALTH SERVICES

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October 5, 1994

To: Area Managers
Program Supervisors
T-III's

From: Donald I. Habkirk Jr. *duh*

Re: Administrative Directive —
Modification of Psychiatric Evaluation Process

Effective immediately is an alternative Initial Psychiatric Evaluation process which is to be used for clients entering MCCMH services on referral from contracted inpatient services.

The process allows a Psychiatric Evaluation performed within the most recent sixty day period to be used in the development of the initial plan of service provided it meets all of the following criteria:

1. Psychiatric evaluations must have been performed by psychiatrists pursuant to MCCMHS inpatient contracts or facility sub-contracts. (This includes SJH, HCH, Carlyle Center, Havenwyck, CVC, Walter Reuther RPH, and Fairlawn Center)
2. Psychiatric evaluations must have been done within the most recent sixty days prior to referral.
3. Psychiatric evaluations must be available for review at the time of the initial psychiatric appointment.

PROCESS

1. The MCCMH hospital liaison/case manager is to include the psychiatric evaluation as part of the standard referral packet at time of discharge from inpatient care.

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2. At the first psychiatric appointment, the psychiatrist will review the psychiatric evaluation with the client/parent/guardian and update the information as necessary. Updated information must include, at minimum, a current mental status exam, treatment recommendations and prescription.
3. The psychiatric evaluation, with the psychiatrist's Service Progress Note indicating the review and updated information appended, will be filed with all other assessments done in preparation for the development of the initial treatment plan.
4. Initial psychiatric appointments must be scheduled for a **minimum of 30 minutes** to allow for adequate time for psychiatric evaluation review and to get acquainted with the client. This visit should be billed as a **medication review** and not a psychiatric evaluation.

This directive shall be implemented for at least one year which should allow sufficient time for Quality Assurance to review and evaluate the process and modify or formalize into policy as needed.

MAB/mab

cc: Exec Staff
L. Wayne
P. McClary