



Administrative Policies and Procedures: 19.4

Subject:	Emergency Mental Health Referrals and Transfers for Youth in Youth Development Centers
Authority:	TCA 33-3-412, 37-5-105, 37-5-106
Standards:	ACA: 4 JCF-4D-01, 4 JCF-4D-06; DCS Practice Standards: 7-122D, 7-125D, 8-306
Application:	To All Department of Children's Services Youth Development Center Employees, Case Managers, Special Populations Employees and Family Service Workers

Policy Statement:

A licensed physician, licensed psychologist or licensed psychiatrist designated as a health services provider shall properly evaluate youth in youth development centers that have been assessed as in need of emergency mental health treatment and shall be referred for transfer to the Department of Mental Health and Developmental Disabilities (DMH/DD).

Purpose:

To ensure youth in YDC's in need of emergency mental health treatment are screened and transported to the appropriate mental health facility, and ensure the transfer of jurisdiction from a YDC to a mental health facility is conducted as required by law.

Procedures:

A. Criteria for emergency mental health referral	Youth Development Center staff must be responsible for identifying youth who are mentally ill and in need of emergency residential care and treatment for mental illness that cannot be provided at an appropriate DCS facility and can be provided at an appropriate residential program of Department of Mental Health/ Developmental Disabilities.
B. Clinical assessment	Upon identifying youth who are mentally ill and in need of emergency residential care and treatment, the superintendent/ designee must ensure that youth appearing to meet the criteria in <i>Section A</i> above are referred to a licensed physician, licensed psychologist or licensed psychiatrist designated as a health services provider for assessment.
C. Certification of need	If assessment/evaluation by the licensed physician, licensed psychologist or licensed psychiatrist designated as a health services provider determines that the youth meets the criteria for emergency transfer, the evaluator must complete a statement certifying the need for emergency mental health treatment services and describing the youth's behavior or condition that necessitates the transfer.

D. Transfer of custody	<ol style="list-style-type: none"> 1. If the need for emergency mental health treatment services is certified, the superintendent/designee shall immediately transfer the youth to a facility of the DMH/DD upon receiving a written recommendation to transfer from a licensed physician, licensed psychologist or licensed psychiatrist designated as a health services provider. 2. DCS facility staff must ensure that the youth is safely transported to the facility of the DMH/DD along with a copy of the certification of need, form CS-0065, Formal Letter of Transfer, and the evaluator's description of the behavior or condition that necessitates the transfer.
E. Youth consent	No prior notification or consent of the youth is required for an emergency mental health transfer.
F. Documentation	<p>The youth development center superintendent/designee must:</p> <ul style="list-style-type: none"> ◆ Notify the DCS mental health manager by telephone or FAX of all emergency mental health transfers by the next working day, ◆ Notify the youth's parents and home county case manager within twenty-four (24) hours, and ◆ Distribute form CS-0065, Formal Letter of Transfer.
G. Transfer of records	If the mental health facility does not return the youth within seventy-two (72) hours, facility staff must send a copy of the youth's case file, including health records, to the DCS mental health manager.

Forms:	<u>CS-0065, Formal Letter of Transfer</u>
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Collateral documents:	<i>None</i>
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