


CHAPTER: 4	SECTION: 8	SUBJECT: <b>INDIVIDUAL CARE TO CONSUMERS</b>
TITLE: <b>HOSPITALIZATION PROCESS</b>		
EFFECTIVE DATE: 12/15/95	REVIEWED/REVISED DATE: 12/15/96; 9/7/99; 8/7/02; 7/6/04; 8/16/05, 02/05/08, 12/16/09, 1/19/12, 3/25/13, 6/19/14, 3/18/15, 5/11/16, 5/2/17, 11/13/18, 12/22/19, 5/20/20; 4/23/2021, 10/20/22	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE**

To establish policy and procedures for process by which individuals are admitted an inpatient psychiatric hospital.

**II. APPLICATION**

To all Community Mental Health of Ottawa County (CMHOC) operated programs.

**III. DEFINITIONS**

None Applicable

**IV. POLICY**

It is the policy of CMHOC that hospitalization of Ottawa County residents for psychiatric inpatient care follow the requirements outlined in Section 8 of the Mental Health/Substance Abuse Chapter of the Medicaid Provider Manual.

**V. PROCEDURE**

1. Admission to inpatient psychiatric care will be arranged by Crisis Intervention Services (CIS) for all but ACT consumers, when all of the following conditions are present. The ACT Team will arrange for inpatient psychiatric care for ACT consumers following the same guidelines:
  - a. The consumer presents with an mental illness, and a severity of illness and intensity of service need as required per DCH Inpatient Eligibility Criteria;
  - b. The consumer's condition is expected to improve with inpatient care;
  - c. There are no appropriate lesser restrictive alternatives available.
  - d. The consumer is uninsured or a Medicaid only beneficiary; consumers covered by commercial insurance or who are dually eligible for Medicare and Medicaid will be assessed and authorized by hospital emergency department personnel.
  
2. Agency staff requesting hospitalization of a consumer will contact the CIS emergency worker directly or through Helpline.

3. The CIS emergency worker will offer and arrange for alternatives to inpatient care (e.g., PHP, crisis residential) when appropriate and available, or arrange for the admission to inpatient care.
4. When requesting admission to a hospital, the CIS emergency worker will document the reason for admission, goals to be achieved and authorized length of stay on the CIS crisis assessment report. The crisis report, along with other applicable documents will be delivered or faxed to the hospital.
5. The CIS team supervisor, in consultation with the consumer's treatment team, if applicable, will follow the care of the consumer while in the hospital, will provide continuing stay authorizations for uninsured and Medicaid only beneficiaries, and will arrange for CMH aftercare when indicated.

**VI. ATTACHMENT**

None Applicable.

**VII. REFERENCE**

The Michigan Department of Community Health Standards for Mental Health Services – Children & Adolescents, Chapter 4A, Adults, Chapter 4, Persons with DD, Chapter 5; MDHHS Administrative Rules Michigan Medicaid Rules for Managed Care, Michigan Mental Health Code and the MDHHS Medicaid Provider Manual