


CHAPTER: 4	SECTION: 17	SUBJECT: INDIVIDUAL CARE TO CONSUMERS
TITLE: PSYCHOLOGICAL SERVICES		
EFFECTIVE DATE: 12/15/95	REVISED/REVIEWED DATE: 12/15/96, 8/5/99, 9/16/02, 9/7/04, 4/5/05, 5/06, 11/6/07, 3/27/13, 4/21/14, 5/26/15, 5/13/16, 4/30/17, 7/6/19; 09/22/2020; 11/09/2021, 01/24/23	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To define and establish policy and procedures for the provision of psychological services to Community Mental Health of Ottawa County (CMHOC) consumers.

**II. APPLICATION:**

To all CMHOC directly operated programs and contracted programs if specified in the contract.

**III. DEFINITION:**

**License:** The State of Michigan's Bureau of Health Professions regulates the psychology profession through working with the appointed board of Psychology. Michigan's Bureau of Health Profession's authority includes granting psychology licenses and taking disciplinary actions against the licenses. Michigan licenses individuals holding either a Master's degree (limited license) or a Doctoral degree (full license). Both licenses are valid and able to practice in CMHOC settings.

**Psychologist:** A professional competent in the field of psychology. Psychologists apply psychological principles to the therapeutic management of the mental, emotional, and behavioral disorders and developmental disabilities of individuals and groups. In addition, the psychologist is skilled in research methodology and has significant importance in evaluating the effectiveness of mental health services and planning clinical programs.

**Psychological Testing:** Refers to any administration of a standardized psychological instrument requiring uniform administration and/or interpretation of resulting scores that is used for the purpose of diagnosing or assessing a consumer's intellectual and/or psychological functioning. These tests are normative, criterion-referenced, reliable, and valid. Psychological tests are administered in order to test one, several, or all of the following factors in his/her mental make-up: intelligence, special abilities and disabilities, manual skill, vocational aptitudes, interests, and personality characteristics.

**IV. POLICY:**

It is the policy of CMHOC to retain, or contract with, a licensed psychologist to practice psychology. Agency consumers with mental and emotional disorders as well as psychiatric or behavioral problems associated with developmental disabilities may receive psychological services according to the procedures defined hereunder.

**V. PROCEDURE:**

**A. Assessment and Evaluation:**

1. Requests for psychological assessment and evaluation to determine if testing is appropriate are made to the Clinical Director of the Program in which the consumer is being served.
2. If testing is indicated, psychologists will select appropriate measures and will administer the measures.
3. The test protocols, answer sheets, and any notes used by the psychologist in formulating the report will be scanned into the “raw data” section of the electronic medical record. The written assessment will be scanned and placed into the “assessment” section of the electronic medical record.
4. Following assessment and evaluation, the psychologist will prepare a psychological evaluation report that will recommend a plan of treatment as appropriate.
5. The plan of treatment will be communicated to the referring staff member, if applicable, for inclusion in the person centered plan.

**B. Referral:**

1. If, in the course of evaluation or treatment, referral to other staff or agencies is needed, the psychologist shall inform the plan author/facilitator and provide consultation, as necessary, to facilitate the transition/referral.

**C. Consultation:**

1. Psychologists will offer consultation to professional colleagues as requested to assist in determining:
  - i. The necessity for psychological services
  - ii. Appropriate use of instruments and/or psychological testing
  - iii. The general field of psychology and its applications in the broader field of behavioral health
2. If, in the course of evaluation and treatment, the psychologist deems it necessary to obtain further assistance, he/she may seek consultation with other psychologists or other human service professionals employed by CMHOC.

**VI. ATTACHMENT:**

Not Applicable

**VII. REFERENCE:**

The Michigan Bureau of Health Professionals, American Psychological Association, Michigan Association of Professional Psychologists

