DAUPHIN COUNTY MH/MR PROGRAM
POLICY AND PROCEDURE

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<td>Effective Date:</td>
<td>June 1, 2005</td>
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Title: Harrisburg State Hospital Closure and Consolidation Weekly Reporting

Policy: The Dauphin County MH/MR Program will assure compliance with OMHSAS requirements for the safe and successful discharge of consumers from Harrisburg State Hospital (HSH) to the community. The Program will assure that discharged consumers’ treatment and living status are monitored and reported to OMHSAS to assure consumers’ well being in our community.

Definitions:
CTT – Community Treatment Team – Integrated team of psychiatrist, nurse, mental health professionals and case management staff who deliver team and individual services to consumers with serious mental illness in community settings.
HSH – Harrisburg State Hospital
HSH discharged consumer – A consumer who is approved for discharge planning, or who is discharged from HSH on or after January 7, 2005.
ICM – Intensive Case Management
Interagency Team – A multi-disciplinary group of individuals comprised of all persons and representing each agency involved in supporting a consumer, including family members and professionals from all of the service systems involved.
MIS tracking system – County management information system used to monitor and report weekly consumer status to OMHSAS.
Person Centered Plan - A process-oriented approach to empowering people with disability labels. It focuses on the people and their needs by putting them in charge of defining the direction for their lives, not on the systems that may or may not be available to serve them.
**Weekly Monitoring and Reporting Procedure:**

1. Upon an OMHSAS approved recommendation that a consumer be discharged from HSH, the current case manager, if not an intensive case manager or part of the CTT, will make a referral for Intensive Case Management or for the CTT Program as indicated in the discharge planning recommendation.

2. The Dauphin County MH/MR Residential Coordinator shall be notified of the recommendation for discharge, and the Residential Coordinator will enter the consumer’s demographic and baseline information in the Dauphin County MIS tracking system.

3. The responsible ICM or CTT staff member will coordinate with the HSH treatment team, the consumer and the consumer’s family as appropriate, to make referrals for recommended treatment, services, and supports as part of the discharge planning process.

4. The ICM or CTT staff member is responsible to form an interagency team based on identified needs and to convene interagency teams meetings as needed to develop a plan for the consumer’s discharge, and as needed following the consumer’s discharge from HSH.

5. The Interagency Team will collaborate with the consumer and family to develop a person centered plan that addresses the consumer’s goals and self-identified needs for living in the community after discharge.

6. When the ICM or CTT staff member makes referrals for a consumer who will be discharged from HSH, the referring staff person will notify each provider during the referral process, and on the referral form, that the consumer is a “HSH discharged consumer” for whom HSH closure related monitoring and reporting is required.

7. When a consumer is discharged from HSH, the ICM or CTT staff member shall be responsible to conduct at least a weekly face-to-face contact with the consumer to monitor the consumer’s adjustment to the community, participation in treatment and services agreed upon at discharge, and to make an additional referrals that may be necessary.

8. The ICM or CTT staff member shall report the consumer’s weekly status based on the face-to-face intervention with the consumer to the Dauphin County MH/MR Program’s Residential Coordinator, or to the Program’s Quality Assurance Specialist by the close of business on each Friday. If a holiday occurs on a Friday, the report shall be made by the close of business on the next working day.

9. The CTT or ICM staff member will report the consumer’s benefits and entitlement status, independence of living changes, critical incidents, mental health appointment compliance, any requests for technical assistance with the intent to maintain the consumer in service, any discharges or changes in services, changes in educational and employment status, or psychiatric inpatient hospitalizations, to the MH Residential Coordinator using the OMHSAS approved template for reporting.

10. Any unusual incident that occurs as described in Dauphin County MH/MR Policy # 02-06 involving a HSH closure consumer must be reported to both the assigned ICM or CTT staff member or their agency supervisory or management staff in addition to notifying the Dauphin County MH/MR Program within 24 hours of the incident.

11. The MH Residential Coordinator will report the weekly consumer status for each HSH discharged consumer to the OMHSAS Quality Assurance Department each week as described in the OMHSAS Quality Assurance weekly reporting requirements.