


CHAPTER Service Delivery	CHAPTER 02	SECTION 003	SUBJECT 50
SECTION Access to Services		DESCRIPTION Referrals to Other Resources	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) provides resources and/or referrals to other services.

STANDARDS:

- A. LCCMH provides referrals and links to other services as required by the Medicaid Provider Manual for Behavioral Health Services.
- B. The conditions under which referrals are made include but are not limited to the need for:
 - 1. examinations, assessments, or consultations not within the professional domain or expertise of the LCCMH staff;
 - 2. special treatment services;
 - 3. assistance from providers who can contribute to the well-being of the person served;

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4. legal services, advocacy services, self-help groups, and assistance with guardianship or conservators.

PROCEDURES:

- A. When a person served requests or requires a service LCCMH cannot provide, a referral will be offered.
 1. The primary case holder is responsible for assessing the urgency of the needs of the person served.
 2. A person served, parent or guardian must sign a Release of Information (ROI) before exchanging protected health information with a referral resource, except in an emergency.
 3. To assure continuity of care for the person served, referral information may include but is not limited to the following:
 - a. background information
 - b. current treatment information, diagnostic assessments and special requirements
 - c. treatment objectives desired
 - d. suggestions for continued coordination and integration of services between LCCMH and the referral resource
 - e. special clinical management requirements
 - f. information on how the person served can be returned to LCCMH services.
 4. LCCMH will provide the person served, parent or guardian with the referral resource's name, telephone number, location, hours, and contact persons.
 5. Documentation of the referral and follow-up is written in the progress notes of the person served.

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- B. LCCMH may continue contact with the person served until they are served by the referral resource.
- C. LCCMH staff may ask the referral resource to submit a follow-up report within a designated time-period, depending on the services provided.

LJ:lr

This policy supersedes
#09/03044 dated 09/17/2003.
