

Monterey County Behavioral Health Quality Improvement

PROTOCOL

DATE	12/01/2016
RE:	Use of Pre-Admission
POLICY REFERENCE	Policy 129
FORM REFERENCE	None
EFFECTIVE	January 1, 2017

As part of our ongoing quality improvement efforts, we are making changes to the use of the “pre-admission” program in order to more accurately reflect the client’s course of treatment. Currently, the pre-admission program is an all-inclusive program and does not deferential between programs. During our reviews we noticed pre-admission programs are often left opened for an extended period of time and not closed out when the client is not requiring services or the client demonstrated no interest in pursuing outpatient mental health services. Additionally, we noticed services were provided under the pre-admission episode that met criteria for reimbursement.

Effective January 1, 2017 programs shall no longer use the pre-admission option to open clients to services. The program must open an episode within their own program where the client will receive services. There are three exceptions to using the pre-admission program option: 1) ED ACCESS (crisis team) may continue to use this option for documentation purposes; 2) ACCESS to Treatment programs may continue to use the pre-admission program option for “call log” documentation; 3) Officer of the Day may use the pre-admission option to document services to clients not yet opened in Avatar.

In the past, programs utilized the pre-admission option to prolong the initiation of the 60-day “grace period” related to documentation timeliness standards. Effective January 1, 2017 the 60-day “grace period” will no longer be in effect. Policy 129 has been updated to reflect these changes.

Procedure for Transition:

1. QI will email Program Managers full list of all staff members (admitting practitioner) who have clients opened to a pre-admission episode.
2. Managers shall ensure staff
 - a. Evaluate client’s needs and determine if client needs warrant continuation of services
 - b. If continuation is warranted, open an episode
 - c. If continuation is not warranted, close out pre-admission
3. QI team shall perform weekly monitoring for closures of pre-admission episodes during the month of December 2016

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- a. Managers will receive weekly compliance reminders during this time.
4. Effective January 1, 2017 pre-admission episodes shall no longer be used by programs, except as permitted and noted above.
5. All evaluations of clients in non-exempt pre-admission programs for determination of service needs shall be completed by January 31, 2016.