



Monterey County Behavioral Health Policy and Procedure

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| Policy Number | 416 |
| Policy Title | Medical Records Requirements For Access Emergency Department Crisis Team (ED Crisis Team) at Natividad Medical Center (NMC) |
| References | Monterey County Health and Behavioral Health Policies, including, but not limited to MCBH policy 333 and 334; Division 5 of the California Welfare and Institutions Code (CA W&I) |
| Form | Admission; CSI Admission; Assessment; Mental Status Examination; Diagnosis; Client Relationships; Financial Eligibility; Discharge Episode; Any additional programmatic forms |
| Effective | November 16, 1988 Revised: October 24, 1991 Revised: April 1, 2009 Revised: September 15, 2011 Revised: March 23, 2017 |

1 **Policy**

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3 The Monterey County Behavioral Health ED Crisis Team is located with Natividad Medical Center
4 (NMC). The ED Crisis Intervention Specialist shall adhere to all policy and procedures regarding
5 involuntary detention for assessment, evaluation, and treatment of persons with mental health
6 disorders who are a danger to themselves, danger to others, and/or gravely disabled. The Crisis
7 Intervention Specialist shall comply with Division 5 of the California Welfare and Institutions Code
8 (CA W&I), which contains the Lanterman-Petris-Short (LPS) Act and the Children’s Civil
9 Commitment and Mental Health Treatment Act of 1988.

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11 The Monterey County Behavioral Health ED Crisis Team shall make appropriate entries in the
12 electronic health record, Avatar. This may also include, entries within NMC’s electronic health
13 record. Contact with individuals by a Crisis Intervention Specialist may be face-to-face or by
14 telephone and shall be documented in Avatar and NMC EHR, as appropriate.

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16 **Procedure**

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- 18 1. Each contact with an individual shall be documented in the individual’s electronic health
19 record by the Crisis Intervention Specialist.
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- 21 2. The Crisis Intervention Specialist shall conduct an assessment for determination of needs,
22 assessment of risk, and may include an evaluation for determination of involuntary
23 detention.
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- 25 3. The Crisis Intervention Specialist shall complete all necessary documentation in Avatar,
26 including, but not limited to Admission, CSI Admission, Assessment, Mental Status
27 Examination, Diagnosis (DSM 5 and ICD-10 code set), Client Relationships, Financial

- 28 Eligibility, and Discharge Episode. The Crisis Intervention Specialist shall comply with any
29 additionally programmatic requirements and completion of additional documents.
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31 4. The Crisis Intervention Specialist shall document service delivery via progress note in
32 accordance with clinical documentation standards.
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