



## PENINSULA RSN

### ADMINISTRATION POLICIES AND PROCEDURES

**Policy Name:** SPECIAL POPULATIONS – COORDINATION OF CARE FOR PERSONS WITH DISABILITIES **Policy Number:** 2.19

**Reference:** WAC 388-865-0150, CFR 438.208

**Effective Date:** 10/2005

**Revision Date(s):** 12/2008

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Corrective Action Plan
- Policy: Cross System Working Agreement

#### PURPOSE

The Peninsula Regional Support Network (PRSN) shall ensure the oversight and coordination of medically necessary mental health services for persons with disabilities. Coordination of care will promote reintegration, recovery and resiliency through continuity of service delivery and quality improvement.

#### DEFINITIONS

The PRSN defines disabled as an individual with a disability other than a mental illness, including a developmental disability, serious physical handicap, or sensory impairment.

#### PROCEDURE

1. When PRSN mental health services are requested for a person with a disability, the PRSN and the network providers shall outreach and gather the necessary information from:
  - The individual
  - With permission from the individual, family members and/or caregiver.

2. When PRSN mental health services are provided for a person with a disability, the PRSN and network provider are responsible to coordinate care with the following entities, as they apply to individual cases:
  - Other Network Mental Health Care Professionals
  - Other Out of Network Mental Health Care Professionals
  - Mental Health Specialists
  - Allied System Providers
  - Schools
  - Primary Medical Care Provider
3. The coordination of care process shall include identification, assessment, treatment planning and direct access to specialists.
4. To effectively promote and facilitate coordination of care for persons with disabilities, the PRSN shall maintain working agreements with the following allied system providers:
  - Division of Developmental Disabilities (DDD) – Adult & Child
  - Division of Child and Family Services (DCFS)
  - Children’s Long-term Inpatient Program (CLIP)
  - Juvenile Rehabilitation Administration (JRA)
  - Division of Vocational Rehabilitation (DVR)
  - Chemical Dependency and Substance Abuse
  - Healthy Options Plans
  - Tribes
5. The PRSN shall maintain and distribute to the network a directory of Mental Health Specialists available to provide consultation for mental health services to special populations. Recommendations from Specialist consultations shall be incorporated into treatment planning and service delivery.

## **MONITORING**

This Policy is a mandated by statute.

1. This Policy will be monitored through use of PRSN:
  - Annual PRSN Provider and Subcontractor Administrative Review
  - Monthly Provider Clinical Chart Review
  - Exhibit N Reports and Grievance Tracking
  - Biennial Provider Quality Review Team on-site review

- Annual PRSN Ancillary Provider Surveys
  - Quality Management Plan activities, such as review targeted issues for trends and recommendations
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy