



PENINSULA RSN

INPATIENT POLICIES AND PROCEDURES

Policy Name: SINGLE BED CERTIFICATION APPROVAL **Policy Number:** 12.07

Reference: WAC 388-865-0502, -0526

Effective Date: 2/2002

Revision Date(s): 12/2010

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan
- Policy: DSHS Inpatient Instructions Per Diem

PURPOSE

The Peninsula Regional Support Network (PRSN) shall ensure a mechanism to receive prior approval from the Department of Social and Health Services (the Department) and/or its designee for a thirty (30) day single-bed certification for consumers (adolescents and adults) on an initial, 90-day or 180-day legal hold residing in a facility that is not certified under WAC 388-865-0500.

Additional and concurrent certification may be required if an individual is awaiting placement for an extended period of time.

PROCEDURE

If a consumer is detained for involuntary care and a bed is not available in a Department certified facility, the State Psychiatric Hospitals (under the authority of the Department) may, at their discretion, issue a single bed certification which serves as temporary certification (see **WAC 388-865-0526**) allowing for inpatient admission to occur in that setting.

Requests for single bed certification are made by the Peninsula Regional Support Network (PRSN) designated mental health professional (DMHPs) prior to commencement of the detention order.

1. The inpatient facility shall notify the designated crisis response team in writing, when an individual is placed on an initial hold without a psychiatric bed, or ninety (90) or one hundred eighty (180) day community inpatient involuntary commitment order. Per WAC, the written request must be made prior to the commencement of the order.
 - a. **For children**, the facility must submit the written request directly to the Department and/ or it's designee for review and signature.
2. The notification must be in writing, and on the single bed certification request form. The facility may verbally contact the PRSN or designated crisis team, as a follow-up to the written request.

The designees listed below must seek single bed certification from Western State Hospital using the form (PRSN Manual 12.07a).

Fax: 253-756-2572 (M-F, 7:00 a.m.- 4:00 p.m.)

After 4:00 pm & Holidays: 253-756-2873

- a. The request must include a description of why the individual meets at least one of the following criteria:
 - Services are required that are not available at a facility certified under WAC 388-865-0526 chapter or a state psychiatric hospital, or
 - The individual is expected to be ready for discharge from inpatient services within the next thirty days and being at a community facility would facilitate continuity of care, consistent with the individual's treatment needs.
3. The request form will be signed and forwarded (faxed) to Western State Hospital and/ or it's designee for review and signature.
4. Once the request is approved, the form is signed and returned (faxed) to the requesting party, who in turn returns (faxed) the form to the facility that initiated the single-bed certification request.
5. Single bed certifications expire every thirty (30) days and may require additional single-bed certifications if awaiting placement at WSH or CLIP over an extended period of time.
 - a. For children, involuntarily detained or committed, the exception may be granted to allow treatment in a facility not certified under WAC 388-865-0500 until the child's discharge from the facility to the community or until they transfer to a CLIP bed.
6. Additional and concurrent certifications may be required if an individual is awaiting placement, at WSH or CLIP (if the above exception is not granted), for an extended period of time.

MONITORING

This policy includes contract and statute mandates. The PRSN may make site visits at any time to verify that the terms of the single bed certification are being met.

1. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval.