



## PENINSULA RSN

### INPATIENT POLICIES AND PROCEDURES

**Policy Name:** WESTERN STATE HOSPITAL (WSH)  
PROGRAM COORDINATION

**Policy Number:** 12.09

**Reference:** WAC 388-865-0229; DSHS Contract

**Effective Date:** 10/2005

**Revision Date(s):** 11/2010

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Form: Inter-RSN Notification of Consumer Relocation Form
- Level Of Care, Condensed Version
- Policy: Access to Care

#### PURPOSE

The Peninsula Region Support Network (PRSN) has established a non-financial Working Agreement with Western State Hospital (WSH) to ensure a consistent and effective partnership when coordinating services for adults and older adults.

Department of Social and Health Services (the Department) has allocated the PRSN a maximum number of daily beds at WSH. The PRSN attempts to insure that its utilization remains at or under the allocated number of beds.

The PRSN uses three mechanisms to provide resource management, case coordination/ case management, and authorization of services for adults and older adults from Kitsap, Jefferson, and Clallam Counties residing at WSH.

PRSN Mechanisms:

1. The PRSN provides direct resource management, utilization management, and case management oversight of the WSH program for adult and older adults designated/ from the PRSN. The PRSN Regional Administrator and Clinical Manager participate in providing the direct management and oversight.

2. The PRSN requires each network provider to designate a WSH liaison staff position to be responsible for active participation in the tailored case management for each individual residing at WSH. Case management includes participation in the admissions, transfers, and discharge planning for individuals entering, at, or leaving the WSH program.
3. The PRSN utilization management contractor is available 24-hours a day to provide authorization as needed for individuals entering, at, or leaving the WSH program.

## **PROCEDURE**

1. The PRSN strives to maintain an In-Residence Census at WSH that does not exceed the allocated bed number assigned to the PRSN.
2. The PRSN responds to and distributes all WSH census alerts in order to divert admissions and expedite discharges by emphasizing to network providers the development/ utilization of alternative community resources and mental health services.
3. The PRSN core network providers monitor all Least Restrictive Alternative Orders (LRA) under RCW 71.05.320 for individuals discharged from WSH that reside in their catchment area. The PRSN network providers will facilitate covered mental health services, per the Access to Care and PRSN Level of Care (LOC) standards, to assist with compliance with LRA requirements.
4. The PRSN network providers facilitate services to individuals on Conditional Release (CR) under RCW 10.77.150 that meet medical necessity, Access to Care and PRSN LOC standards.
  - a. If the individual is placed on a CR transitional status in the RSN which holds the state psychiatric hospital, it is expected that the individual will transfer back to the PRSN once transitional care is complete.
  - b. The Inter-RSN Transfer process described in the PRSN/ WSH Working Agreement will be used when an individual is discharged to an area other than the PRSN. Reference Inter-RSN Notification of Consumer Relocation form.
5. The PRSN utilizes the established WSH Working Agreement and Allied Systems Coordination Plans to work collaboratively for the benefit of the PRSN individuals who are receiving treatment at WSH. The current Working Agreement includes:
  - Specific roles and responsibilities of the parties involved, including participation in the admissions, treatment, and discharge transitions for individuals between the community and the WSH program
  - Cross system collaboration responsibilities

- How data will be provided, shared, and accessed via the cache' system
- A process for completion and processing of the Inter-RSN Notification of Consumer Relocation form for individuals requesting placement outside of the PRSN
- A dispute resolution process, to include resolution steps for disputes between RSNs and the assignment of individual costs when individuals are transferred between RSNs.
- Resolution of identified barriers which prevent discharge and systemic issues that create delays or prevent placement in the PRSN.

## **MONITORING**

This program policy is mandated by statute and contract.

1. The PRSN monitors the program coordination and policy through:
  - Annual PRSN Provider and Subcontractor Administrative Review
  - Monthly analysis of WSH allocated utilization management reports
  - Random review of targeted provider charts including consumers admitted to the State Hospital and whether less restrictive options were considered.
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.