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| Vermont Psychiatric Care Hospital Policy and Procedure | | |
| Admission Policy | | |
| Effective: 4/7/2014 | Revised: June 2024 | Due to Review: June 2026 |

POLICY

The Vermont Psychiatric Care Hospital (VPCH) will review referrals from the Vermont Department of Mental Health (DMH) Care Management team and accept for admission adults (18 years of age and older) who are involuntarily in the custody of the Commissioner of Mental Health pursuant to 18 V.S.A. § 7501 et al., and who are appropriate for the care and scope of services VPCH provides.

PROCEDURE

A psychiatric provider shall conduct an initial evaluation at the time of admission and document their assessment and an initial treatment plan (a comprehensive treatment plan shall be prepared within 7 business days of admission) in the individual's medical record within 24 hours of arrival. This initial evaluation shall include those elements as identified by the VPCH Physician Admission Assessment template.

This initial evaluation shall serve to certify admission. If the admitting provider was not a psychiatrist, the individual will be seen by a psychiatrist the next working day and the certification will be reviewed.

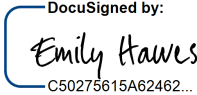
A Registered Nurse (RN) shall also evaluate each person at the time of admission and document their assessment and an initial treatment plan in the individual's medical record prior to the end of their scheduled shift (admissions arriving at change of shift may be started by the off-going RN and completed by the oncoming RN as deemed appropriate by the on-duty Nurse Supervisor). The RN admission assessment shall be documented using VPCH templates to ensure required elements of the admission assessment are captured in the medical record. It is expected that the admitting RN reference and adhere to the *Admission Worksheet* when completing an admission and encouraged that the RN participate in the initial admission evaluation with the admitting psychiatric provider.

Individuals shall receive notices of rights and privacy (listed on the *Acknowledging Receipt of Notices of Rights, Privacy, and Consent to Use and Disclose Protected Health Information* form), from the admitting RN during the initial assessment period:

The individual's assigned social worker will complete a *Comprehensive Social Assessment* within 7 business days after admission. This assessment will include a preliminary discharge plan focusing on the individual's strengths and needs and setting forth recommendations for aftercare.

References:

- Admission Worksheet (for Nursing)
- Acknowledging Receipt of Notices of Rights, Privacy And Consent to Use and Disclose Protected Health Information

| Approved by | Signature | Date |
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| Emily Hawes, Commissioner, Vermont Department of Mental Health |  DocuSigned by: <i>Emily Hawes</i> C50275615A62462... | 6/25/2024 |