

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Clinical Intake Assessment	POLICY NO: CL- 39	Page 1 of 2
RESPONSIBILITY: Clinical Program		
APPROVED BY: <u>Rey M. Vega</u> Rey M. Vega, Director	EFFECTIVE: JUN 13 2017	LAST REVIEWED/REVISED:

PURPOSE:

- A. To provide a structure that defines the process of clinical Intake assessment.

POLICY:

- A. A scheduled full intake/assessment shall be conducted by a qualified trained intake worker knowledgeable to assess the specific needs of all consumers found eligible for admission to a service program.
- B. The assessment process shall include information obtained from the consumer, family members or legal guardian, other collateral external sources and focus on the consumer's specific needs, identified goals and expectations of the consumer.
- C. The assessment process shall include a written interpretive summary that is based on the assessment data and shall be used in the development of the initial treatment plan.
 - a. The written interpretive summary shall include the identification of any co-occurring disabilities, co-morbidities, and/or disorders.
 - b. The interpretive summary and initial treatment plan shall be documented in the designated field in the Electronic Behavioral Health Record (EBHR) by the end of the shift or within 48-72 hours of assessing the consumer.
- D. Each clinical program shall have its own specific procedure to follow in assigning caseloads for intake.

DEFINITIONS:

Qualified Personnel: are determined by the organization's leadership and may base its determination on the skills, experience, and/or education of personnel, and by state, federal, provincial, or regulating guidelines.

RESPONSIBILITIES:

Adult Outpatient Mental Health Team Facilitator

- A. Shall facilitate the team meetings for staffing the consumer with a lead provider within twenty four (24) hours after screening of consumers that were found eligible to the program.
- B. Shall be responsible for checking the crisis assessments census done by the nursing staff during the night for staffing of consumers needing a lead provider for intake.

Child Adolescent Services Division Administrator or Designee

- A. Shall assign the consumer/youth to a Lead Provider/Worker within 5-10 working days after a screening and intake assessment.

PROCEDURES

Reference each clinical program manual for the standard operating procedure (SOP).

REFERENCES:

RELATED POLICY (IES):

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name