



## SERENITY (STEP DOWN) HOME PROTOCOL

### **GUIDING PRINCIPLE**

The SERENITY (Step Down Home-SDH) is part of a continuum of care under the management of the I Famagu'on-ta, Child Adolescent Services Division (IF/CASD) of the Department of Mental Health and Substance Abuse (DMHSA) for children and youth with severe mental health challenges who due to their emotional, behavioral and mental health needs are in an out of home restrictive placement (level 6-5 on the CASII level of Care). They have been stabilized and need to move to a least restrictive setting prior to their return to their natural home, to a permanent home placement and or to independent living. SDH is a Level 4 in the CASII level of care service intensity.

SDH funding is made possible by a Court Order authorizing the use of the Residential Treatment Funds to secure this home for children and youth ages 9 - under 18 years of age who meet the criteria for this transition placement. Plans to include this in the IF/CASD DMHSA 2012 budget. In addition this is a home whereby a youth approaching adulthood can learn independent living skills with the goal of independent living upon discharge. It is also a home for respite care for children and youth needing respite are services anywhere from overnight to no longer than two weeks respite stay as indicted in his/her wrap plan.

### **OVERVIEW**

SDH is managed and operated by I Famagu'on-ta/ Child Adolescent Services Division of the Department of Mental Health and Substance Abuse. Psychiatric Technicians and Community Program Aids are the personnel who provide 24/7 supervision of the minors in the home utilizing the SDH Standard Operating Procedure. (See Attachment) Psychiatric, psychological services, medication management and counseling are provided by DMHSA, unless the minor has a private health insurance coverage where s/he can access these services through her/his private provider. Collaboration between DMHSA Clinical Team and the Private Service Provider shall be pre-arranged and be in accordance with the minors' best interest. Some of the mental health services may be provided in the home and some on an outpatient basis based on the minor's wraparound/treatment plan. The education placement of the minors will be at the school district where they are registered at or at the school district where SDH is situated to be able to access services such as Community-Based Education and other opportunities leading to independent living life skills.

The Care/Wrap Coordinator/Social Workers assigned to the minor shall make weekly visits to the SDH, providing care coordination services, working with the minor's families, if reunification is in the plan, working with CPS and other agencies involved in the discharge plan and transitioning the minor to a permanent placement. Each minor will have his/her own Individualized Service Plan/Wrap Plan addressing his/her specific needs and transition plans. Transition plan can be a transition to the natural family, to a therapeutic foster family or transition to adulthood whereby the minor can receive

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services to prepare her/ him to live independently to include comprehensive independent living skills, employment and housing assistance.

### DEFINITIONS

- **Consumer:** Any individual who has received or is receiving services from DMHSA.
- **Protected Health Information (PHI):** Individually identifiable health information that is transmitted or maintained in any form or medium, by a covered entity, health plan or clearinghouse as defined under the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Part 160 and 164.
  - **Individually Identifiable Health Information:** Any form, including demographic information, collected from an individual that:
    1. Is created or received by a healthcare provider, health plan, employer, healthcare clearinghouse; and
    2. Related to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual, and
      - a. Identifies the individual, or
      - b. There is reasonable basis to believe that the information can be used to identify the individual.
- **Minor:** An individual who is under eighteen (18) years of age, and who is neither married nor the parent of a child.
- **Minor's Personal Representative:** The minor's parent, legal guardian, or another with documentation proving he/she has legal custody of the minor (i.e. a stepparent who presents valid custody papers).

### STANDARDS OF CARE

- DMHSA shall respond to minors' requests to keep certain categories of their protected health information (PHI) confidential and to exercise the rights granted by HIPAA.

### PROTOCOL

**Admission Criteria:** Admission into SDH will be based on the minor's emotional and behavioral readiness to transition from a most restrictive out of home placements such as from DMHSA Child Inpatient Unit, Level 6, or from the Therapeutic Group Home (TGH), Level 5, and or from an off-island residential treatment facility, Level 6/5, to a least restrictive setting which is SDH, Level 4. The minor must have completed his/her transition out of a Day Treatment/Educational Instruction program and be enrolled in his/her home school district. The minor must have an imminent discharge plan to be reunited with her/his family/relatives, or to move in with a Therapeutic Foster Family or a Foster Family or is approaching young adulthood and is preparing for Independent Living as a young adult. When bed space is available, the home can provide Respite

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Care Services to an enrolled child/youth in I Famagu'on-ta/CASD. Recommendation for the placement into SDH must be initiated by the minor's Wrap Team and client's clinical team and concurred by the DMHSA Clinical Team. Court approval must be obtained if the minor is a ward of the court or involved in the juvenile court system.

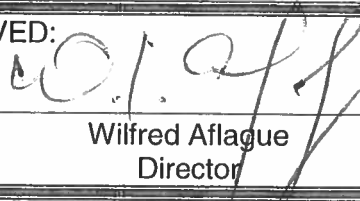

Admission Application must be completed to begin the process of admission into SDH. The application paper work shall include the following:

- A. To be completed by IF/CASD and Legal Guardian:
  - 1. Referral and Screening Form
  - 2. SDH Intake Face Sheet
  - 3. Admission Packet
  - 4. Risk Assessment
  - 5. CANS Assessment
  - 6. CASII Assessment
  - 7. School District Information and Transportation Arrangement
  - 8. Physical Exam Report/Medical/Dental Clearance
  - 9. Immunization Record
  
- B. To be completed and submitted by previous placement:
  - 1. Comprehensive Treatment Discharge Report (CTDR)
  - 2. Summary of Transition Profile
  - 3. Transition Plan
  - 4. Behavior Management Plan (BMP)

Consumers admitted into the SDH must have a Discharge Plan in progress by the Wrap Team within the first sixty (60) days to ninety (90) days of stay at the SDH and completed within one-hundred twenty (120) days of stay at the SDH, if not sooner. The Discharge Plan must be reviewed and approved by the DMHSA Clinical Team.

NOTE: The SDH Standard Operating Procedure may be updated without changes to this Policy. Anyone reviewing this Policy and its attachment is advised to verify it is the latest version available.

### REFERENCES

APPROVED:  _____ Wilfred Aflague Director	Date:  _____
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