

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 74

Subject: **Interagency Referrals**

Effective Date: 6/22/98

Last Revision Date: 2/26/09

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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) to establish agency wide standards for consumer specific information to be requested from referral sources and information to be provided when consumers are referred to another agency by SCCMHA.

Purpose

To collect and provide standardized information for purposes of referral and collaboration in order to ensure coordination and continuity of care.

Application

All SCCMHA programs

Standards

1. Referral sources will be requested to provide the consumer's name, date of birth, address, phone number, reason for the referral, brief description of current status, history of services provided by the referral source, the plan for ongoing services if any, and plan for ongoing collaboration with SCCMHA.
2. SCCMHA service providers will obtain a signed release of information from the consumer which specifies the referral source to receive the information, defines the information to be provided, the purpose of the release, and the time frame for which the release is valid.
3. SCCMHA service providers will provide referral sources with the consumer's name, date of birth, address, phone number, reason for the referral, brief description of current status, history of services provided by SCCMHA, the plan for ongoing services if any, and the plan for ongoing collaboration.
4. SCCMHA service providers will develop a plan with referral sources for ongoing collaboration and service coordination that will include the frequency and content of consultations.

5. SCCMHA service providers will inform referral sources when consumers discontinue or are discharged from services with SCCMHA and, when indicated, the after care plan will include follow up with referral source.

Approved by: *Jerry Walden*
Board Chairperson

2/26/09
Date

Scott Gilman
Chief Executive Officer

2/26/09
Date

