

**Wayne County
Department of Children and Family Services**



Robert A. Ficano
County Executive

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Juvenile Assessment Center
Psychiatric Services

PAGE: 1 of 5

ITEM: 404.4

DATE: 3/2/2009

Policy

- A. Wayne County Children and Family Services (CAFS) have issued this policy to insure that juveniles under CAFS supervision have access to a timely and competent psychiatric evaluation. Evaluations are requested when either the Court has ordered an assessment; or to assist with CMO treatment planning and access to Mental Health Specialty Residential or community mental health treatment service. When requested, the Juvenile Assessment Center (JAC) will:
1. Provide psychiatric evaluations to support referral of CAFS juveniles to the Detroit Wayne County Mental Health (DWCCMHA) Agency as necessary.
 2. Conduct psychiatric evaluations in order to:
 - a. Support a juvenile's Updated Treatment Plan of Care;
 - b. Determine the severity of clinical need; and
 - c. Authorization for placement in Mental Health Specialty Residential Care within the approved CAFS Provider network.

II. Definitions

- A. A Psychiatric Evaluation is a report written by a licensed psychiatrist that includes documentation of the juvenile's symptoms, acuity, severity and demonstration that a patient may meet the criteria for inpatient and/or outpatient mental health services or for specialized residential based Mental Health treatment.

III. Procedure

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Juvenile Assessment Center Psychiatric Services	PAGE: 2 of 5
ITEM: 404.4	DATE: 3/2/2009

- A. During the initial intake assessment process, the JAC is responsible for completing a Clinical Assessment on all WCCAFS Probation and Newly Committed/Placed juveniles (see Item 500.11). If the findings of a juvenile's mental status examination and clinical assessment indicate that a psychiatric evaluation is needed, the JAC will provide for a psychiatric evaluation within 10 business days.
- B. Psychiatric evaluation may be appropriate to assist in treatment planning; access to appropriate treatment resources; and/or protective issues including SED eligibility and CAFS out of home care Specialized Mental Health placement.
 - 1. The JAC will request any previously completed psychiatric reports.
 - 2. The JAC Psychiatrist will not be responsible for prescribing or monitoring medications.
- C. The psychiatric evaluation will note symptomatology, diagnosis, and observed degree/severity of disability. The psychiatrist will review known duration and information documenting prior treatment. The report will provide level of care treatment recommendations based upon the assessment of the reporting psychiatrist.
- D. A written psychiatric report will be provided by the JAC to the CMO within 14 business days of the evaluation date.
- E. If the psychiatric evaluation demonstrates that the juvenile meets the DWCCMHA Child and Adolescent Referral Criteria, the CMO will be notified that a referral will be made on behalf of the juvenile. Refer to Item 404.3 for more detail on referral to DWCCMHA.
 - 1. A psychiatric evaluation is not required to make an SED determination.
- F. During the course of service delivery, a CMO may refer a juvenile to the JAC for a psychiatric evaluation. A psychiatric evaluation is

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Juvenile Assessment Center Psychiatric Services	PAGE: 3 of 5
ITEM: 404.4	DATE: 3/2/2009

considered appropriate when a juvenile demonstrates one or more of the following:

1. Symptoms of severe anxiety such as inappropriate impulsivity, endangerment, affective instability, inappropriate anger, unstable sense of self, hyper-vigilance that cannot be diminished or reduced via counseling, relaxation techniques or group therapy.
 2. Symptoms of depression including isolation, thoughts of death or self-harm, extreme withdrawal/isolation, inability to sleep, loss of appetite, flashbacks of trauma, extreme sadness, diminished communication, excessive crying/flat affect.
 3. Symptoms of cognitive confusion including hallucinations, hearing voices, delusions, threats of harm to self or others, actions of harm to self or others.
 4. Symptoms of a chronic mental health diagnosis, along with physical health concerns such as pregnancy, diabetes, seizures, a serious communicable disease, chronic/untreatable substance abuse or chronic health problems.
- G. When a juvenile enrolled with a CMO presents with severity of mental health symptoms that may necessitate out of home Specialized Mental Health mental health services within the WC CAFS approved specialized Provider group, the juvenile may be referred to the JAC for psychiatric evaluation.
- H. Severe and persistent mental health symptoms or severe emotional disturbance symptoms should be carefully observed and monitored by the CMO Case Manager and parental caretaker. Symptoms should be documented and communicated through ongoing assessment and treatment planning; and communicated to supervisors and clinical staff for review of acuity, severity and safety. Behavioral and emotional changes must be documented in the juvenile's case record.

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Juvenile Assessment Center Psychiatric Services	PAGE: 4 of 5
ITEM: 404.4	DATE: 3/2/2009

- I. **In those instances where the juvenile's safety and/or harm to self or others is immediate, the CMO should access emergency room services or crisis access center to insure protection, evaluation, intervention and stabilization.**

1. **The CMO must have written procedures for accessing emergency mental health services.**

- J. When making a referral to the JAC for a psychiatric evaluation, the CMO Case Manager must submit a Referral for Psychiatric Evaluation (see Exhibit 404.4-A) to the JAC. This form is mandatory in order to schedule an appointment for the juvenile with the psychiatrist. The psychiatric referral should be filled out as completely as possible by the CMO in consultation with the parent/caretaker. This will assure that the psychiatrist has all pertinent information necessary to assist in completing a thorough and comprehensive psychiatric evaluation.

1. An appointment for a psychiatric evaluation will be scheduled by the JAC at either the detention facility or with the CMO case manager to occur within 10 working days of receipt of the Referral for Psychiatric Evaluation. Critical factors regarding acuity and immediate attention will affect the immediacy of an available appointment.

- K. When a juvenile is in a CAFS or CMO contracted detention facility, the JAC psychiatrist will coordinate with the facility to see the juvenile in the facility during facility-designated hours. A juvenile in detention may be referred for psychiatric evaluation by CMO staff if:

1. The CMO recommended placement is a Specialized Mental Health residential provider; or
2. A psychiatric evaluation youth is Court ordered.

Note: Detention staff must notify the CMO whenever they refer a juvenile for psychiatric evaluation or intervention.

- L. When a juvenile is in the community, the CMO will be given an appointment to bring the juvenile to the JAC Community office for the psychiatric evaluation.

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Juvenile Assessment Center Psychiatric Services	PAGE: 5 of 5
ITEM: 404.4	DATE: 3/2/2009

1. Parents/caretakers and case managers must be present with the juvenile at the psychiatric evaluation appointment to provide current and critical information to the psychiatrist.
- M. Missed psychiatric appointments for juveniles in the community will be considered as a withdrawal of the CMO request for a psychiatric evaluation. The CMO Director will receive a written notice confirming the juvenile's failure to keep the scheduled appointment, unless cancellation or re-scheduling is provided two working days in advance to the JAC.
- N. Referrals for Psychiatric Evaluation where the juvenile has been moved from detention by the CMO before the scheduled appointment, without coordination with the JAC, will be considered as a withdrawn referral.
- O. Psychiatric evaluation reports will be provided to the CMO within 10 business days of the evaluation date.
- P. Placement in a CAFS Specialized Mental Health Provider requires JAC authorization and a psychiatric report recommending the level of care and security based on medical necessity.
- Q. Updated psychiatric evaluations by the Specialized Mental Health provider are required at Utilization Review every 6 months to determine the medical necessity for continued Specialized Mental Health residential placement authorization.
 1. The Updated Psychiatric Evaluation format is found in Exhibit 404.4-B

IV. Exhibits

- 404.4-A Referral for Psychiatric Evaluation
404.4-B Updated Psychiatric Evaluation Format

V. References

None