

Trillium Family Services general admission process for Psychiatric Day Treatment/Partial Hospitalization

- 1) Prior to admission a determination of the child's eligibility for treatment services will be made. Admissions decisions shall be based on a clinical review of the child's functioning and the severity and acuity of the child's psychiatric symptoms. The following documentation will be used in this process:
 - A recent (within the last 60 days) mental health assessment with an eligible DSM 5 diagnosis
 - Progress notes documenting the current situation, why current treating clinicians feel treatment would be appropriate, and a recommendation for day treatment/partial hospitalization level of care
 - Any additional information about the child's mental health, social, medical, physical, or educational history that would inform an eligibility decision
 - information about all insurance plans, legal guardian contact information, child's full legal name, and date of birth.
- 2) Admission Criteria for Psychiatric Day Treatment/Partial Hospitalization services:
 - Child is between 5 and 17 years old.
 - Child is able to be maintained in a program with three children to one staff ratio during the program day.
 - Child can be reasonably expected to respond to therapeutic intervention.
 - Child's functioning is compromised by a primary psychiatric illness and requires psychiatric care for evaluation and treatment.
 - Attempts to effectively treat the child in a less restrictive level of care have failed or are not accessible.
 - Child's legal guardian gives consent for care.
- 3) Exclusion Criteria for Psychiatric Day Treatment/Partial Hospitalization services:
 - Child can be safely maintained and effectively treated at a less intensive level of care.
 - Child requires one to one staffing on admission.
 - Child requires daily face to face psychiatric evaluation and management
 - Child has a primary problem with criminal behavior that does not include additional psychiatric conditions that warrant admission to a psychiatric program.
 - Child has a primary substance use disorder without co-occurring psychiatric diagnosis and/or child requires detoxification services.

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- Child's symptoms result from a primary medical condition which warrants a medical/surgical setting for evaluation and treatment.
 - Child who is medically unstable or requires medical management that is not within the capacity of an environment without nursing services. For example:
 1. Immediate treatment focus is on management or stabilization of a primary medical condition.
 2. Patients with eating disorders who are not medically stable and/or require ongoing oversight and intervention by a registered dietician.
 3. Unstable or labile diabetes
 - Child has a major medical or surgical illness or injury that prevents active participation in a psychiatric treatment program
- 4) Access Department will schedule admission with guardian, coordinate transportation as needed, and coordinate with any members of the child's community team
 - 5) Child and guardian will meet with Trillium therapist and psychiatrist for initial clinical assessments and evaluation of the existence of a primary eligible DSM 5 diagnosis as the basis for the development of the child's Individual Plan of Care.
 - 6) Access Department will obtain initial insurance authorization based on initial clinical assessments, and maintain ongoing authorization throughout the treatment episode per relevant insurance company procedure and medical necessity guidelines.

Important phone and fax numbers:

Referral fax line: **503-205-0190** Please note on cover sheet that referral is for day treatment level of care. This is a secure fax for clinical and demographic information.

Access referral phone: **888-333-6177** This confidential phone line is monitored throughout business hours, Monday through Friday. Calls will be returned by Access department personnel who will be able to answer program specific questions.

Lauralyn Roullier, M.Ed. Access Director: **541-758-5955**. Call with questions about process, appropriateness for services and admission timelines, funding. Referrals can also be secure emailed to: **lr Roullier@trilliumfamily.org**

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Building Brighter Futures with Children and Families

www.trilliumfamily.org

• **Portland Metro Region**

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Portland, OR 97202
T 503-234-9591 F 503-205-0188



• **Mid-Willamette Valley Region**

Children's Farm Home
4455 NE Highway 20
Corvallis, Oregon 97330
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