

Hamilton Center, Inc.  
Clinical Procedure Manual  
Procedure for School Based Crisis Assessments

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**Purpose:** To establish Hamilton Center, Inc. (HCI) internal process for School Based Crisis Assessments.

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**PROCEDURE:**

**1.0 School Based Crisis Assessment Referral Received**

- 1.1 School will complete the School Based Crisis referral and will fax to the identified HCI site. HCI staff will receive School Based Crisis referral and will open client in the electronic medical record (EMR) immediately.
- 1.2 HCI staff will send referral via email to the Program Manager, and Clinical Supervisor to inform of pending School Based Crisis Assessment.
- 1.3 HCI staff will contact legal guardian to identify when consumer will present for School Based Crisis Assessment and make notation in a supplemental documentation note in the EMR. All assessment documentation must be entered by end of the Provider's shift.
- 1.4 If parent/guardian is not reachable or is refusing to present for the School Based Crisis Assessment, HCI staff will make contact with referring School Corporation to identify course of action. HCI staff will make notation in the EMR by entering a supplemental documentation note. Documentation must be entered by end of shift.
  - 1.4.1 If the school is unable to be reached, HCI staff will contact police (or mobile crisis unit for Vigo County) and request a wellness check. HCI staff will document action in a supplemental documentation note in the EMR.
  - 1.4.2 Once the wellness check call is completed, staff will telephone the DCS Hotline and make a formal DCS report. Provider will make notation in the EMR by entering a supplemental documentation note by the end of shift.
  - 1.4.3 If the client does not show for crisis assessment the school will make a DCS report.

## **2.0 Completion of School Based Crisis Assessment**

- 2.1 Consumer presents at HCI location or HCI provider conducts assessment on site.
- 2.2 A Release of Information from the School Corporation will be obtained.
- 2.3 Therapist will be identified and will meet with consumer to complete Crisis Assessment and Columbia Suicide Screening.
- 2.4 After the School Based Crisis Assessment is completed, the Therapist will ensure that the consumer is monitored and a call will be made to the Access Department to identify the on-call Nurse Practitioner/Psychiatrist to complete staffing.
- 2.5 Provider will follow guidelines of how to staff with an on-call for all assessments completed and notate in documentation. All School Based Crisis Assessments must be documented prior to end of Provider's shift.
  - 2.5.1 If consumer is deemed safe to return home, a safety plan will be put in place and will be entered in the EMR by the Provider. The Provider will then update treatment plan to reflect of concerns and safety if individual is a current HCI consumer.
  - 2.5.2 A follow up appointment will be made prior to consumer leaving the building and a copy of the safety plan will be given to the consumer.
  - 2.5.3 If consumer is in need of inpatient hospitalization care, the Provider will work with the Access staff to identify location and transportation.
  - 2.5.4 If recommendation for consumer is to be admitted to an in-patient unit and guardian/parent refuses, HCI will contact DCS and initiate a report. This will be documented in the EMR and DCS Reporting Form.

## **3.0 Referral Paperwork**

- 3.1 Once the School Based Crisis Assessment is completed, the Provider will complete the referral paperwork and send back to the referring school.
  - 3.1.1 If the Provider has no concerns and no follow up is necessary, the Provider will indicate this on the referral form and will fax the form back to the referring school.
  - 3.1.2 If the Provider has concerns but client is deemed safe to return to school with follow up care, the Provider will indicate this on the referral form and will fax the form back to the referring school.

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- 3.1.3 If consumer requires inpatient hospitalization, Provider will indicate on the referral form that the consumer may not return to school until discharged from inpatient hospitalization or the recommended level of care. The Provider will fax the form back to the referring school.

#### **4.0 Tracking of School Based Crisis Assessments**

- 4.1 HCI staff will track each school's incoming referrals and the outcome of the referral on the designated tracking form.