

**HAMILTON CENTER, INC.
OPERATIONS MANUAL**

Section: **ACCESS**

Policy No.: OP.14.07.00.00

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Policy: **Consumers Awaiting Placement
For Inpatient Services**

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PURPOSE

To provide a safe place to receive supportive services for individuals presenting in crisis to Hamilton Center Inc.'s (HCI) Access Center while appropriate inpatient placement is obtained.

POLICY

When an individual presents in crisis and is of danger to themselves or others or unable to care for themselves, the need for inpatient care is determined by an Independent Licensed Practitioner. In some instances the individual(s) will need a safe place to receive services until a placement for inpatient hospitalization is obtained. The child/family or adult will be placed in a designated room where Hamilton Center, Inc. (HCI) staff will monitor their well-being and provide crisis and other supportive services. The room will be designed for comfort and the location will allow for any needs the child/family or adult may have during their extended wait for inpatient placement. If a child or adult presents at the Access Center under any circumstance listed below, the Chief Clinical Officer and Chief Medical Officer will be contacted to give clinical guidance.

- A. HCI will assist consumers and family members awaiting transportation and placement to a non-HCI inpatient hospital by implementing the following steps in this process:
 1. The parents, guardians, and/or emancipated minors will complete a Consent for Treatment and Releases of Information forms to other entities to assist in obtaining and providing treatment.
 2. In the case of an emancipated minor, HCI will document the emancipation status in the medical record.
 3. If there is an extended wait for placement or transportation to placement, HCI will place the individuals/families/ and guardians in a safe designated location until appropriate transportation arrives and continue to provide crisis/supportive services. If there is an extended wait time for inpatient services placement for individuals assessed in a satellite location, HCI staff arrange for transportation to the corporate office in Terre Haute.
 4. Hamilton Center, Inc. will provide appropriately trained and, if applicable, eligible Division of Child Services staff to supervise the family/children and ensure that all

- reasonable needs are met while awaiting placement or transportation to placement.
5. HCI requires the parent/guardian to stay with the child (if they accompany the child) until placement is secured and transportation arrives.
 6. The parents will be responsible for assisting the child in self-administration of medications, if ordered by the Licensed Independent Practitioner and or any medications brought from home while waiting for placement.
 7. If the parents/guardian (if on-site) refuses to remain or leaves HCI premises during the extended wait for placement or transportation, except to secure medicines, clothing or other necessities for the child, HCI will contact Child Protective Services to report abandonment. HCI will cooperate and provide information to the Department of Child Services regarding the investigation of abandonment.
 8. If the adult with or without guardian refuses to remain on HCI premises during the extended wait for placement or transportation HCI will complete an Emergency Detention Order and route to the authorities for assistance in facilitating the emergency detention.
- B. Consumers and their parent/guardians if applicable will be provided crisis and supportive services in an area that will have available amenities, including access to food, personal care, and bedding.