

Category: Youth Services- Health Information/ AA	Subject: Interagency Placement Committee Referrals County of San Luis Obispo: Behavioral Health Department
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Purpose:

To clarify the process for Youth Services front office staff in preparing referrals before the Interagency Placement Committee (IPC) Meeting and processing the approved referrals post meeting.

Procedure:

Pre-Meeting:

- 1) Tuesday, the Administrative Assistant (AA) receives emailed Agenda with referral packets from Department of Social Services.
- 2) Determine using Electronic Health Record (EHR) the following:
 - a) Client number and status of case (open/closed)
 - b) If open Mental Health (MH) client, note Primary Staff and clinic location.
- 3) If any open MH clients send Youth Services Division Manager an encrypted email with client number, Primary Staff, clinic location and requested program/services so Youth Services Division Manager has information prior to meeting on Wednesday at 1:30.
- 4) E-Mail MH Primary Staff to notify them that their client will be presented at the Interagency Placement Committee. Note date of meeting and what program/services are being requested and that the Primary Staff will be notified of the results after the meeting.

Emergency Placements:

- 1) If an emergency referral is sent via e-mail for approval and approved Health Information Technician (HIT) will process using Post-Meeting Processing steps.

Post-Meeting Processing:

- 1) Child Welfare Services (CWS) Placement staff will email pdf copies of the approved (signed) referral packets.
- 2) HIT will review packets for any information that should be redacted and add client number to bottom of first page of packet.

Process the approved placement approvals per the approved program:

Wrap – SB 163 Wraparound and Wrap Foster Care (WFC)

(High Fidelity Wraparound Services)

- 1) Determine if Wrap Provider will be Family Care Network or Seneca, if not indicated on approved IPC referral form contact DSS Placement Program Supervisor for decision.
- 2) If client is not a current MH Client:
 - a) ▪ If no EHR client number, create the client in the EHR.

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- b) ▪ For both new and closed clients, open High Fidelity Wraparound program as requested:
 - i) **FCN High Fidelity Wraparound DSS** using the FCN Wrap Supervisor as the staff assigned.
 - ii) **Seneca Youth High Fidelity Wraparound (HFW)** using the Seneca Program Supervisor as the staff assigned.
- c) Send an e-mail to FCN or Seneca HIT and Supervisor with client number, client status (closed/new), program approved for, program requested and approval date.
- 3) If client is a current Mental Health client: (if an intake program is open, verify appointment has occurred and treat as an open MH client, if the appointment has not happened treat as a closed client and notify Program Supervisor, Primary Clinician, and FCN or Seneca Supervisor, they will determine who will be doing the intake):
 - a) E-mail the IPC disposition to the Primary Staff, appropriate Program Supervisor, Seneca or FCN HIT and HFW Program Supervisor, and copy the clinic HIT and request Transfer Summary to transfer Primary Program to HFW.
- 4) Scan the signed referral packet into EHR.

Short-Term Residential Treatment Programs (STRTP)

- 1) Run Medi-Cal Coverage status in EHR, notify Health Agency Billing via email of client number, placement approval, and Medi-Cal status.
- 2) If client is open, e-mail the IPC disposition to the Primary Staff, appropriate Program Supervisor and copy the clinic HIT.
- 3) If the STRTP is Youth Treatment Program (YTP), open YTP program to YTP Mental Health Clinician, send e-mail to YTP clinician that program has been enrolled (see Youth Treatment Program Procedure); include Medi-Cal status in e-mail.
- 4) Scan the signed referral packet.

Other Programs –

SB969 Intensive Foster Care (ITFC)

Crisis Stabilization Foster Care (CFC)/ITFC

Transitional Housing Placement Program (THPP)

Transition Housing Program Plus (THP+)

- 1) If client is open, e-mail the IPC disposition to the Primary Staff, appropriate Program Supervisor, and copy the clinic HIT.
- 2) E-Mail FCN HIT and FCN Supervisor stating the client number, program client was approved for, date approved, Primary Staff (if open) and Primary Program. FCN will contact the Clinician/Program Supervisor to coordinate services if needed.
- 3) Scan the signed referral packet.

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Other Items –

IPC Multidisciplinary Team Assessment and Recommendation

- 1) If the client is open, add client number on the bottom of the report, and e-mail Primary Staff that report was completed. Scan the signed referral packet.
- 2) If missing signed referral page, contact CWS Placement staff.

Revision History

Date:	Section Revised:	Details of Revision:
11-20-15	Revised	Clarified responsibilities of AA/HIT in process, combine all related procedures
8-11-16	Revised	Added Information to the SB 163 Wraparound Section regarding IPC Wrap Approval spreadsheet and updated information on how to put together packet post meeting
7/28/17	Revised	Replaced ERMHS with ERSESS and added IPC Multidisciplinary Team Assessment and Recommendation Report
4/3/18	Revised	Added step to Group Home Approvals to open YTP Therapist Assignment if Group Home Approval is for YTP
9/24/21	Group Home/STRTP	Add running Med Screen and notification of Medi-Cal status to process change Group Home to STRTP
10/7/21	Wrap	Add Seneca Wrap information, adjust for two Wrap providers
1/6/23	Revised	Removed use of IPC binder, AA printing packets for Div. Mgr., added email notification to Div Mgr prior to meeting
8/27/26	Revised	Updated for current EHR language and processes, removed ERSESS
Prior Approval dates:		