



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**INITIATING TREATMENT SERVICES FOR RESIDENTS
ON THE MSH MENTAL HEALTH GROUP HOMES**

Effective Date: April 17, 2019

Policy: MSH MHGH-03

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- I. PURPOSE:** This policy defines the process for referring patients to the Montana State Hospital (MSH) Mental Health Group Home (MHGH), initiating services, and reviewing service provisions.
- II. POLICY:** MSH will ensure services for MSH MHGH residents are initiated and updated in a timely manner according to needs of the resident. The process of providing services will include assessment of a resident's needs to determine appropriateness of MSH MHGH level of care, provide reasonable accommodations for a co-occurring disability, and ensure residents are engaged in treatment.
- III. DEFINITIONS:**
- A. ***MSH MHGH Program Manager:*** The individual responsible for reviewing referrals, assisting resident(s) in planning and following through with treatment activities.
 - B. ***Resident:*** An MSH patient referred to and accepted into MSH MHGH Services.
 - C. ***Licensed Independent Practitioner:*** An active, provisional or part-time physician or APRN and/or CNS who attends to the care of the residents at the MSH MHGHs.
- IV. RESPONSIBILITIES:**
- A. ***Referring Treatment Team:*** Assess patient's readiness for MSH MHGH programs, initiate referrals to MSH MHGH programs and submit MSH MHGH request for service form to the MSH MHGH program manager.
 - B. ***MSH MHGH Program Manager:***
 - 1. Responsible for day-to-day operation of the MSH MHGHs, orientation of MSH MHGH staff, and oversight of resident care.
 - 2. The MSH MHGH Program Manager will also make decisions regarding the acceptance of a patient into the MSH MHGH within seven (7) business days of receipt of the referral.

3. Meets with the resident to begin development of the treatment plan and completes the clinical intake assessment(s) within 14 days of transfer from the hospital (per ARM 37.106.1915).

C. MSH MHGH Staff:

1. Orients the resident to the program.
2. Reviews the treatment plan with the resident at least every 90 days.
3. Works with the resident to develop a daily schedule of activities.
4. Completes documentation monthly (or more frequently if indicated) describing resident response to the services provided and described in the resident's treatment plan.
5. Completes the annual social work assessment.

D. MSH Staff:

1. Completes annual psychiatric, physical and nursing assessments.

V. PROCEDURES:

A. REFERRALS:

1. MSH treatment teams may refer a patient for acceptance into an MSH MHGH by submitting a completed referral form to the MSH MHGH Program Manager.
2. The MSH MHGH Program Manager will review referrals with Licensed Independent Practitioner and make decisions concerning acceptance of patient(s) into the MSH MHGH within seven (7) business days of receipt of the referral.
3. The attending Licensed Independent Practitioner on the referring treatment team will write an order to place the patient(s) at the MSH MHGH.
4. The resident will begin an orientation process upon arrival at MSH MHGH to include:
 - unit rules;
 - potential consequences for rule violations;
 - treatment expectations;
 - personal space upkeep;
 - personal hygiene maintenance;
 - personal laundry upkeep;
 - unit chores;
 - personal schedule maintenance;
 - appointment setting;
 - cooking;
 - continuation of treatment and recovery;
 - grievance procedures;
 - unit routines;
 - safety and emergency procedures;
 - completion of alcohol/substance abuse assessments;
 - employment opportunities.

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5. If a patient is not accepted for placement in a MSH MHGH, the MSH MHGH Program Manager will notify the referring treatment team and write a progress note in the patient's medical record indicating the reason for denying the request and/or delineating steps to be accomplished in order for the patient to be accepted.

B. ADMISSION PROCEDURES

1. The MSH MHGH Program Manager will work with the referring treatment team to schedule a date and time for transfer of the resident(s) to the MSH MHGH.
2. Prior to transfer, referring treatment teams will reassess and update pertinent clinical information.
3. Within seven (10) days following the admission of a resident to a MSH MHGH, MSH MHGH staff will review the treatment plan and scheduled therapeutic activities with the resident. This review will be documented in the MSH MHGH record.

C. EVALUATION OF RESIDENT PROGRESS

1. The MSH MHGH treatment team will be responsible for continued resident care monitoring and evaluation of progress toward treatment objectives.
2. Daily support will be provided to MSH MHGH residents by MSH MHGH staff in regard to meeting expectations and giving feedback concerning therapeutic activity schedules.
3. MSH MHGH staff will complete a summary each week addressing the resident's involvement in the program, other therapeutic activities, and progress toward treatment objectives.
4. The treatment plan will be reviewed and updated as the resident's needs indicate, with intervals of no longer than 90 days between reviews.
5. Discharge planning procedures will occur continuously. The social worker assigned to the MSH MHGH will continue to develop the plan with the resident while they are in the MSH MHGH program.
6. Copies of all pertinent clinical information and the current treatment plan will be maintained in the resident's MSH MHGH clinical record.

VI. REFERENCES: Administrative Rules of Montana for Mental Health Center: Policies and Procedures 37.106.1908.

VII. COLLABORATED WITH: Hospital Administrator, Medical Director, Director of Clinical Services, Director of Nursing, and MSH MHGH Program Manager.

VIII. RESCISSIONS: MHGH-03, Initiating Treatment Services for Residents on the MSH MHGHs dated December 9, 2019; TCU-03, *Initiating Treatment Services for Residents on the Transitional Care Unit* dated November 20, 2015; TCU-03, Initiating Treatment Services for Patients on the Transitional Care Units dated December 11, 2011; TCU-03, *Initiating Treatment Services for Patients on the Transitional Care Units* dated April 9, 2009; TCU-03, *Initiating Treatment Services for Patients on the Transitional Care Unit*

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dated January 18, 2006; TCU-03, Initiating *Treatment Services for Patients on the Transitional Care Unit* dated January 10, 2003; H.O.P.P. TCU-03-99-N, Initiating Treatment Services for Patients on the Transitional Care Units dated July 16, 1999.

- IX. DISTRIBUTION:** MSH Electronic Policy and Procedure Manual and MSH Website <https://dphhs.mt.gov/amdd/MSH>.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** MSH MHGH Program Manager.
- XII. ATTACHMENTS:** For internal use only.
- A. MSH Request for Service form

Signatures:

Kyle Fouts
Interim Hospital Administrator

Thomas Gray, MD
Medical Director