



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PSYCHIATRIC ASSESSMENTS

**Effective Date:** June 19, 2020

**Policy:** PS-04

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- I. PURPOSE:** To provide guidelines for assessing patients' psychiatric needs while they are at Montana State Hospital (MSH).
- II. POLICY:** Patients' psychiatric needs will be evaluated in a systematic manner at regular intervals throughout their hospital stay. This information will facilitate prompt and accurate decision making about each patient's care.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITIES:**
  - A. Nursing staff** is responsible for notifying the licensed independent practitioner of any new admission to the treatment unit as soon as the patient physically arrives on the unit.
  - B. Licensed Independent Practitioners** are responsible for assessing the patient, completing an admission psychiatric evaluation, and charting the progress of the patient per policy standards.
  - C. Admissions staff** will send out a list of the patients due for recommitment no later than three weeks prior to the due date.
- V. PROCEDURE:**
  - A.** The *Admission Psychiatric Evaluation* is performed and completed by a licensed independent practitioner within 24 hours of the patient's admission to MSH. This report will include the following information:
    1. Identifying data,
    2. Chief complaint/reason(s) for admission,
    3. Source of information,
    4. History of present illness,
    5. Past history (psychiatric, drug/alcohol, family, medical, social, work, marital/children, military, criminal, living situation),
    6. Mental Status examination,
    7. Strengths and assets,
    8. Summary and Formulation,
    9. ICD-10/DSM 5 diagnoses,

10. Other conditions which may be a focus of clinical attention,
11. *Core Measures* (physical health, education, employment skills, family support, knowledge of illness and treatment)
12. Initial Plan for Treatment,
13. Level of supervision/precautions,
14. Suicidal/self-injury risk,
15. Assaultive risk,
16. Estimated length of stay,
17. ***Certification Requirement***: Pursuant to Federal Regulation 424.14(b).

- B. Psychiatric reassessments will occur when there are major changes in the patient's condition. Progress notes will be recorded by the attending Licensed Independent Practitioner. The frequency of the progress notes is determined by the condition of patient, but will be recorded at least weekly for the first two months and at least once a month thereafter.

The progress notes will contain recommendations for revisions in the treatment plan as indicated, as well as precise assessment of the patient's progress in accordance with the original or revised treatment plan.

- C. An Annual Psychiatric Summary will be completed for each patient on a yearly basis. This report will summarize the following information:
1. Identifying data,
  2. History of present illness,
  3. Pertinent past history (psychiatric, drug/alcohol, family, medical, social, work, marital/children, military, criminal, living situation, significant medical/physical findings, lab/x-ray/other consultation findings),
  4. Hospital course (including response to medications),
  5. Mental status,
  6. Strengths and assets,
  7. Summary and formulation,
  8. ICD-10/DSM 5 diagnoses,
  9. Other conditions which may be a focus of clinical attention,
  10. Core measures (physical health, education, employment skills, family support, knowledge of illness and treatment),
  11. Medications,
  12. Informed consent,
  13. Treatment plan,
  14. Level of supervision,
  15. Suicidal/self-injury risk,
  16. Assaultive risk,
  17. Estimated length of stay,
  18. Certification requirement Pursuant to Federal Regulation 424.14(b).

**VI. REFERENCES:** CMS Hospital Licensure Standards – § 482.61(b).

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- VII. COLLABORATED WITH:** Medical Staff, Director of Health Information, Director of Nursing.
- VIII. RESCISSIONS:** PS-04, *Psychiatric Assessments* dated September 5, 2014; PS-04, *Psychiatric Assessments* dated October 26, 2009; PS-04, *Psychiatric Assessments* dated August 22, 2006; PS-04, *Psychiatric Assessments* dated March 31, 2003; PS-04, *Psychiatric Assessments* dated February 14, 2000; H.O.P.P. PS-01-96-N *Psychiatric Assessments*, October 1, 1996.
- IX. DISTRIBUTION:** All hospital policy manuals.
- 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:** Medical Director.
- XII. ATTACHMENTS:** For internal use.
- A. Admission Psychiatric Evaluation Template
  - B. Annual Psychiatric Summary Template

Signatures:

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Hospital Administrator

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Medical Director