

SOUTHWESTERN VIRGINIA TRAINING CENTER
Hillsville, VA 24343

Revised January 13, 2014
Reviewed February 10, 2015

SWVTC Instruction 413

TO: All Departments

SUBJECT: **ID/MI Unit Admissions**

1. Policy: Southwestern Virginia Training Center (SWVTC) will admit persons with intellectual disabilities/mental illness (ID/MI) for short term, intensive training, and provide services to facilitate a successful return to community living. Admissions are voluntary. All individuals applying for admission will be pre-screened and reviewed for admission in compliance with applicable laws and regulations.
2. Purpose: This Instruction outlines procedures to be followed to determine eligibility for ID/MI Unit admission and to assist individuals accepted for admission. This unit is designed to provide intensive training to persons with ID/MI diagnoses and whose behavioral manifestations cannot be supported in a less restrictive setting. The enriched reinforcement schedule and structured environment of this Unit, concurrent with individualized adaptive behavior/therapy programs and psychiatric interventions, are designed to lead to each individual's successful return to community placement.
3. Cancellation: None.
4. Procedure:
 - A. General Provisions:
 - 1) The SWVTC ID/MI Unit is certified as an intermediate care facility for individuals with intellectual disabilities with a maximum bed capacity of six.
 - 2) All admissions are intended for intensive short-term training and are time limited as indicated in individualized admission agreements with the referring CSB.
 - 3) Local Community Services Boards are the point of entry into the service delivery system.
 - 4) Entry services are available to individuals without regard to religious affiliation, ethnic origin, gender, degree of disability, or ability to pay.
 - 5) The ID/MI Unit is a regional center serving individuals residing in the 17 counties and 4 cities of Southwest Virginia.
 - B. Admissions Criteria:
 - 1) Individuals considered for admission to the ID/MI Unit must meet the following criteria:
 - a) Least Restrictive Environment: sufficient documentation that all less restrictive environments were exhausted prior to seeking admission.

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- b) Intellectual Disabilities: Psychological testing indicating intellectual and adaptive behavior functioning in the ID range prior to age 18. Applicants must meet ICF/MR criteria and Code of Virginia requirements.
- c) Mental Illness: Axis I diagnosis of Mental Illness.
- d) Residency in Catchment Area: resident of the designated catchment area, i.e., Virginia Planning Districts I, II, III, IV - the seventeen counties and four cities of Southwestern Virginia.
- e) Medical/Health Care: needs that can be met in a non-hospital, intermediate care setting.
- f) Age: ages 18-64, must be at least 18 years of age.
- g) Placement: Continued community services must be at risk secondary to behavioral challenges.
- h) Discharge Placement: must have appropriate, planned, identified discharge placement. If individual is moving into a different service area, the referring CSB is responsible for identifying designated service (Psychiatric and Service Coordinator). Upon discharge from ID/MI Program, follow-up services by the staff of Pathways will be offered for 3 months on a bi-monthly basis and then on an as needed basis.
- i) Forensics: Forensic issues will be considered on a case-by-case basis.

C. General Procedures for ID/MI Unit Admission:

- 1) All applicants for admission shall be referred to the appropriate Community Services Board for pre-admission screening as specified in 37.2 - 806 and 37.2 - 805 of the Code of Virginia. The appropriate Community Review Team (Va. Code 37.2-505) performs pre-admission screening initially looking for appropriate services for the individual and alternative options.
- 2) Requests for regular admission require that the CSB complete the following DBHDS forms, which are available on the DBHDS website at <http://www.swvtc.dbhds.virginia.gov/rcsc.htm>.
 - a) Initial Referral Form – (all admissions):
 - Admissions Management Committee (AMC) Referral Form – TC DBHDS # 1168aeID 2010
 - Instructions: Statewide application for training center services (Statewide Application Instructions – ID Application Package – 1146, 1147, 1166, 1167, 1168)
 - b) Forms for statewide applicant for Training Center Services per department guidelines.

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- 3) The CSB shall complete an admission packet and send it to the training center Community Services Director serving the areas in which the individual, or if a minor his parent or guardian, current resides. The CSB Support Coordinator/designee shall present the case information at the AMC meeting.
- 4) Training center staff shall follow the Regulations for *Voluntary Admissions to State Training Centers, 12 VAC 35-190*.
 - a) The Community Services Director shall review the packet to ensure complete information and call the AMC Meeting. This application packet will be taken to the training center AMC, in accordance with the Regional Utilization Management (RUM) agreement.
 - b) ID/ MI Unit staff may conduct a face to face interview with the individual to ensure the appropriateness of the admission, provided it does not delay the admission.
 - c) Within 10 working days of receipt of the completed application packet for regular admission, the training center director shall notify the CSB support coordinator in writing of his/her decision on the admission request.
 - d) Persons accepted for admission will be admitted as space allows. A waiting list will be maintained with priorities for admission to be determined by the ID/MI Council.
 - e) The ID/MI Program Manager or designee will initiate a contractual agreement with the referring CSB, to include:
 - the responsibilities of all parties;
 - projected date of discharge;
 - identified behaviors for training;
 - degree of involvement from referring CSB;
 - degree of involvement from placement agency;
 - conditions for family/community staff in-service training and follow-up;
 - residential placement available upon discharge;
 - community based day program available upon discharge;
 - financial responsibilities.
 - f) The referring CSB will initiate the Judicial Certification process per 37.2-806 of the Code of Virginia.
 - g) Additional procedures required for SWVTC regular admission will be followed, per SWVTC policy and department regulations.
 - h) Respite admissions follow the same guidelines in regards to the timeframe for completing the application as outlined in SWVTC Instruction 410, Admissions.

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- i) The individual should have a Dual Diagnosis when being considered for admission to the unit for respite stay. Respite admissions, if approved, will be admitted as space is available.

D. Requests for community technical assistance/consultation:

- 1) All requests for community technical assistance or consultation with the staff of the ID/MI Unit will be made by phone to the ID/MI Program Manager. The Program Manager will then contact the requesting CSB to confirm and gather additional information within 5 working days. If it is determined that the request is appropriate, the Program Manager will determine who will participate in providing technical assistance or consultation, and will schedule a visit or meeting to initiate that process. The Program Manager will notify the Community Services Worker of the technical assistance request and the status of the technical assistance.

E. Information needed when requesting technical assistance:

- 1) Current problems
- 2) Past history of behavioral problems
- 3) Any changes recently that could have affected individuals
- 4) Health issues
- 5) Family issues
- 6) Legal history
- 7) All forensic assessments
- 8) Sexual offender assessments
- 9) Risk assessments
- 10) Psychological evaluations
- 11) Psychiatric evaluations
- 12) Medication history

F. Procedures for Emergency/Respite Admissions to Pathways ID/MI Unit

- 1) Procedures to be Followed for Emergency Admission Requests:
 - a) The CSB support coordinator will complete the initial referral form, the AMC referral form, and the emergency admission application and submit to the Community Services Director at the respective training center.

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- b) The Community Services Director will review for complete information and will convene the AMC for review of the request.
 - c) Within 24 hours of receiving a request for emergency admission, the training center director, or designee, shall inform the CSB whether the individual is eligible for emergency admission and whether the training center is able to provide emergency services. If the training center is able to provide emergency services, arrangements shall be made to effect the admission as soon as practical. (12 VAC 35-200-30 C)
 - d) Procedures to be followed for Respite Admission Requests: The CSB support coordinator will complete the initial referral form, the AMC referral form, and the respite admission application and submit to the Director of Social Work at the training center.
 - e) The Community Services Director will review for complete information and will convene the AMC for review of the request.
 - f) By the end of the next working day following the receipt of a complete application package for a respite admission, the training center director, or designee, shall provide to the CSB written notice of his decision regarding a request for a respite admission. The notice shall state the reasons for this decision. (12 VAC 35 200-20)
- 2) If the individual is determined to be inappropriate for a respite admission by the training center director, within 10 working days of receipt of the decision, the CSB support coordinator, the individual, or his authorized representative may make a written request for a reconsideration of that decision, pursuant to 12 VAC 35-200-20.
- 3) At the time of admission or shortly thereafter, depending on the degree of urgency, the following information must be supplied:
- a) Application for services,
 - b) Medical History,
 - c) Psychological Evaluation (or sufficient documentation to indicate severe or profound mental retardation),
 - d) IEP - (if the applicant is of school age),
 - e) Vocational Screening - (if the applicant is an adult and is enrolled in a day program),
 - f) A signed statement from the Community Services Board representative that respite care or emergency care services are not available in the community.

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- 4) Respite care and emergency care are subject to the following restrictions as stipulated in the Virginia Department of Behavioral Health and Developmental Services regulations.
 - a) The length of the respite care/emergency stay at the facility does not exceed twenty-one consecutive days or a total of seventy-five days in a calendar year.
 - b) The information supplied is current and documents all basic health care, supervisory, and special needs.
 - c) An appropriate bed is available.
 - d) A physical inspection performed by SWVTC Health Services staff at the time of admission determines that the applicant's health care needs can be met at SWVTC.
 - e) A contract must be signed by the person(s) requesting the admission, which specifies the length of stay and the date of discharge.
 - f) Failure to pick up an individual at the agreed upon date shall result in action taken pursuant to 37.1 - 98(c) of the Code of Virginia.
 - g) An individual who is admitted for respite care or emergency care is not eligible for regular admission during the period of respite care or emergency care.
 - h) If the individual requires unusual dietary supplies or special appliances or prostheses that are not available at SWVTC, then the person(s) requesting admission will be requested to provide them as a condition of acceptance.

5. Reference:

- A. American Association on Mental Deficiency, Classification in Mental Retardation, Washington, D.C., 1983.
- B. Virginia General Assembly, Virginia Code Commission, Code of Virginia, Statutes of Virginia Relating to the Department of Behavioral Health, and Developmental Services, Title 37.2-806, 37.2-505 Richmond, VA, 1950.
- C. SWVTC, Instruction 15, General Direction and Management of the Center, Hillsville, VA.
- D. SWVTC, Instruction 16, Interdisciplinary Teams and Individual Program Plans, Hillsville, VA.
- E. SWVTC, Instruction 24, Privacy of Resident Health Information, Hillsville, VA.
- F. SWVTC, Instruction 410, Admissions, Hillsville, VA.

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- G. SWVTC, Instruction 502, Assessment Services, Hillsville, VA.
 - H. SWVTC, Instruction 543, Care of Residents with Infections and/or Contagious Conditions, Hillsville, VA.
 - I. Federal Regulations and HCFA's Interpretive Guidelines for Intermediate Care Facilities Serving Persons with Mental Retardation, June 2003.
 - J. Virginia Department of Education, Educational Standards for Residential Care Facilities, Richmond, VA, 1981.
 - K. Virginia DBHDS, Mandatory Certification Standards for Treatment Programs for Residential Child Caring Facilities, Richmond, VA, 1981.
 - L. Virginia DBHDS, Policies and Procedures for Screening of Admissions and Discharges from State Mental Retardation Facilities, Richmond, VA, 1981.
 - M. Virginia DBHDS, Facility Medical Record Manual, Richmond, VA, September, 1987.
 - N. Virginia DBHDS, Regulations for Respite and Emergency Care Admission to Mental Retardation Facilities Pursuant to Title 37.2-807, Richmond, VA, 1981.
 - O. Virginia Department of Welfare, Core Standards for Interdepartmental Licensure and Certification of Residential Facilities for Children, Richmond, VA, 1981.
 - P. Rules and Regulations to Assure the Rights of Individuals receiving services from Providers Licensed, Funded or Operated by the Department of Behavioral Health and Developmental Services, 12 VAC §35-115, September 2007.
6. Effective Date: This Instruction will become effective on date of issue and will remain in effect until further notice.

Dennis Shrewsberry
Facility Director

SWVTC:CW:crv:01/13/2014