

NSMHA Contract Memorandum 2005-013

Date: November 28, 2005

To: Jess Jamieson, President APN and CEO, Compass Health
Charles Roxin, *bridgeways*
Michael Watson, Lake Whatcom RTC
Andy Byrne, Whatcom Counseling and Psychiatric Center
Tom MacIntyre, Catholic Community Services Northwest
Claudia D'Allegri, Sea Mar
Janelle Sgrignoli, Snohomish County Human Services
Linda Carlson, Volunteers of America

From: Deirdre Ridgway, NSMHA Contracts Manager

Subject: New and/or Revised Policies

NSMHA Policy #1009.00 – Critical Incident Reporting and Review Requirements CIRC Quality Assurance and Improvement Process and all attachments has been revised and is effective 11/2/05.

NSMHA Policy 1503.00 – Access Standards has been revised and is effective 11/21/05.

NSMHA Policy #1504.00 – Assessment for Ongoing Services has been revised and is effective 11/21/05.

NSMHA Policy #1505.00 – Authorization for Ongoing Outpatient Services has been revised and is effective 11/21/05.

NSMHA Policy #1511.00 – Continuity of Care for Medicaid and Other NSMHA Eligible Clients has been revised and is effective 11/21/05.

NSMHA Policy #1515.00 – Interpreter and Translation Services has been revised and is effective 11/21/05.

NSMHA Policy #1520.00 – Second Opinion has been revised and is effective 11/23/05.

NSMHA Policy #1527.00 – Match (Matched Application of Treatment for Clients with High Need) is new and is effective 11/21/05.

NSMHA Policy #1531.00 – Supported Employment Services has been revised and is effective 11/21/05.

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As a result of a sentinel death of a consumer at a NSMHA region freestanding Evaluation and Treatment facility while the consumer was in restraint NSMHA has in collaboration with Compass Health staff developed new policies and procedures regarding seclusion and restraint, medical clearance criteria and nursing assessments at the E & T's. The work group met four times between June and October 2005 resulting in the development of new NSMHA policies on these three topics. The new seclusion and restraint policies mirror CMS/JCAHO standards with minor exceptions and the E&TS have initiated formal regional medical clearance and nursing assessment policies. NSMHA has adopted these new policies in conjunction with our goal for a percentage reduction in the use of seclusion and restraint per the NSMHA Performance Improvement Project (PIP) #4 for 2005/2006. Please direct any questions or concerns to Debra Jaccard. This statement applies to Policies 1541.00 – 1543.00.

NSMHA Policy #1541.00 – Rationale and Use of Seclusion and Restraints at Evaluation and Treatment Facilities is new and is effective 11/21/05.

NSMHA Policy #1542.00 – Evaluation and Treatment Facilities Admission Medical Clearance Criteria is new and is effective 11/21/05.

NSMHA Policy #1543.00 – Nursing Assessment and Treatment Planning for Residents at Evaluation and Treatment Facilities is new and is effective 11/21/05.

NSMHA Policy #1546.00 – Medication Management Transfers to Primary Care Providers is new and is effective 11/21/05.

NSMHA Policy #1547.00 – Customer Service is new and is effective 11/21/05.

NSMHA Policy #1548.00 – Delegation of NSMHA Functions and Responsibilities is new and is effective 11/21/05.

NSMHA Policy #1549.00 – Disaster Preparedness and all attachments is new and is effective 11/21/05.

NSMHA Policy #1551.00 – Individual Service Plans is new and is effective 11/21/05.

NSMHA Policy #1552.00 – Notifying Consumers of Provider Termination is new and is effective 11/21/05.

NSMHA Policy #1553.00 – Evidence-Based, Research-Based, Consensus-Based and Promising or Emerging Best Practices is new and is effective 11/21/05.

NSMHA Policy #1554.00 – Allied System Coordination is new and is effective 11/23/05.

NSMHA Policy #1555.00 – Freestanding Evaluation and Treatment Facilities is new and is effective 11/23/05.

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NSMHA Policy #2004.00 – Management Certifications is new and is effective 11/23/05.

NSMHA Policy #3002.00 – Annual and Quarterly Report has been revised and is effective 11/23/05.

NSMHA Policy #3006.00 – Cash Disbursements has been revised and is effective 11/23/05.

NSMHA Policy #3016.00 – Internal Financial Reporting has been revised and is effective 11/23/05.

NSMHA Policy #4204.00 – Timeliness of Encounter Data Submission to MHD is new and is effective 11/23/05.

NSMHA Policy #5001.00 – Administrative, Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring has been revised and is effective 11/23/05.

NSMHA Policy #5501.00 – Concurrent Utilization Review of Outpatient Services has been revised and is effective 11/23/05.

There will be an updated Policy and Procedure (P&P) Grid to follow soon. There are more policies awaiting approval that will be a part of the RFQ and will become part of the grid, thus, the reason for the short delay in receiving a new/updated P&P Grid.

Please ensure that the policies are implemented or revised at your agency within sixty days. The policies may be found at <http://66.114.134.5/Policies/Default.asp>.