Chapter: 4	**Care and Treatment Services**		
Section: 9	**Health Care Management**		
Topic: 8	**Assessment and Referrals**		
Page: 1 of 4	**Supersedes:** **Pol: 3-20-03** **Proc: 1-20-11, 9-30-06, 11-16-04, 3-20-03**	**Approval Date:** **Pol: 3-18-04** **Proc: 9-5-13**	***Board Chairperson Signature*** ***Chief Executive Officer Signature***
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ensure that individuals receive treatment for all health care needs including oral health care encompassing the bio-psycho-social continuum. To this end, it will be required that appropriate referrals are generated based on scheduled screening assessments or during the ongoing provision of service, and documented in the medical record.

Purpose

This policy and procedure is established to provide a clear and defined process for the completion of an individual's health screening.

Education Applies to

☐ All BABHA Staff
☒ Selected BABHA Staff, as follows: All Clinical, Clinical Support, Clinical Provider Supervisors, and Agency Nurses - Clinical
☒ All Contracted Providers: ☐ Policy Only ☒ Policy and Procedure
☐ Selected Contracted Providers, as follows:
☐ Policy Only ☐ Policy and Procedure
☐ Other:

Definitions

N/A

Chapter: 4	**Care and Treatment Services**		
Section: 9	**Health Care Management**		
Topic: 8	**Assessment and Referrals**		
Page: 2 of 4	**Supersedes:** **Pol: 3-20-03** **Proc: 1-20-11, 9-30-06, 11-16-04, 3-20-03**	**Approval Date:** **Pol: 3-18-04** **Proc: 9-5-13**	***Board Chairperson Signature*** ***Chief Executive Officer Signature***
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Procedure

1. The Health Screening Form will be completed by the individual, guardian or other knowledgeable representative as part of the assessment process at intake and then annually thereafter. The Health Conditions Form will be completed at intake and annually thereafter by the Client Services Specialist (CSS)/Clinical Specialist (CS).

2. The designated BABHA primary care coordinator or the assigned nurse for individuals receiving meds-only services will review the completed Health Screening Form and note any identified medical (includes oral health) or physical problems for which the individual is not receiving current care or treatment and facilitate access to the appropriate service. A referral will be made for further evaluation, as authorized by the individual. Referrals may include but are not limited to, pain management, dietary/nutritional assessment, dental care, physical therapy, occupational therapy, speech/ language therapy, vaccinations/immunizations, other medical specialties and all other medical/physical problems. The form will then be scanned into the electronic medical record.

3. Staff who are uncertain about when to refer for a health screening, dietary, dental, occupational therapy or physical therapy assessment should reference the service priority section of the applicable professional protocol found in the BABHA Agency Manual, Policies and Procedures, Clinical Protocols in Chapter 4, Section 7. Questions about when to refer and how to access resources for pain management are answered in BABHA Policy and Procedure, C04-S09-T12 - Pain Management.

4. Identified problems where a referral is initiated must be documented by the responsible clinician in the individual's clinical record, and if appropriate and agreeable to the individual receiving services, incorporated in their Person-Centered Plan (PCP) to address individual needs and to provide the highest quality of care.

Attachments

N/A

Related Forms

Consumer Health Screening Form (G:/Clinical Services/Master Clinical Files)

Related Materials

N/A

References/Legal Authority

Michigan Department of Community Health

Chapter: 4	**Care and Treatment Services**		
Section: 9	**Health Care Management**		
Topic: 8	**Assessment and Referrals**		
Page: 4 of 4	**Supersedes:** **Pol: 3-20-03** **Proc: 1-20-11, 9-30-06, 11-16-04, 3-20-03**	**Approval Date:** **Pol: 3-18-04** **Proc: 9-5-13**	***Board Chairperson Signature*** ***Chief Executive Officer Signature***
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Submission Form

Approving Body/Committee/Supervisor:	Author/Reviewer:	Approval/Review Date:
CLT	Melanie Corrion	6-14-10
CLT	M. Bartlett	1/10/11
PNLT	K. Withrow/M. Corrion	9/5/13

Result:
Deletion ☐ New ☐ No Changes ☐ Replacement ☐ Revision ☒

List reason for deletion/replacement/revision here. If replacement, list policy to be replaced.
Reviewed only, Updated language to person first, no changes to policy intent/procedures.
Revised to meet the process for data entry of the required Proxy Measures
Triennial review: Update with Person First Language and to reflect current practice.