

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 4	Care and Treatment Services		
Section: 3	Assessment		
Topic: 8	Referral and Assessment - Juvenile Diversion Services		
Page: 1 of 4	Supersedes: Pol: 4-18-02 Proc:5-1-15, 10-31-13, 9-30-06, 2-17-04, 4-18-02	Approval Date: Pol: 12-19-13 Proc: 3-22-18	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to work with youth who have, or who are thought to have, a serious emotional disturbance or developmental disability in order to arrange for mental health services and to divert them from entering the juvenile justice system. Pre-adjudicated youth who are in need of mental health services and/or coordination of services will be accepted for assessment, consultation, and treatment and coordination services.

Purpose

This policy and procedure was established to identify the mental health needs of children, who have or are thought to have, a serious emotional disturbance or intellectual developmental disability and who have contact with the Family Court and to link them to the appropriate mental health services.

Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: Primary Care and Clinical Management
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Primary Care Providers
 Policy Only Policy and Procedure
- Other:

Definitions

Intellectual Developmental Disability (IDD) - Please refer to BABH Policy C04-S04-T34- Access and Eligibility for Specialty Mental Health Services (Definitions, Eligibility)

Serious Emotional Disturbance (SED) - Please refer to BABH Policy C04-S04-T34- Access and Eligibility for Specialty Mental Health Services (Definitions, Eligibility)

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Child and Adolescent Functional Assessment Scales (CAFAS) - The Michigan Department of Health and Human Services (MDHHS) mandated assessment and outcome tool for all youth from age 7 through 17. The CAFAS consists of eight (8) subscales that measure the youth’s functioning in the following areas: home, school, community, behavior toward others, moods/emotions, self-harmful behavior, substance use, and thinking. CAFAS scoring ranges from a total score of 0 to 240 and subscale score of 0 to 30.

Procedure

Referral Process for Bay County:

A. Referrals for the Juvenile Diversion Service will only be accepted from Bay County Family Court. The Bay County Family Court refers all children who attend their scheduled Consent Calendar meeting for a mental health screening. This screening is performed by a BABHA assigned home based therapist at the Bay County Court House when the family and child report for the Consent Calendar appointment. The therapist administers the CAFAS. If the child’s CAFAS total score is 50 or above or 40 with a subscale score of 30, the therapist recommends to the Bay County staff member facilitating the Consent Calendar that the child and parent/guardian schedule and report to the BABHA Madison Site for an intake assessment to further determine the child’s mental health needs and recommend services. The therapist provides the family with an intake appointment date and time at the time of the Consent Calendar meeting. The therapist also completes the AAM Provider Enrollment Form, Access Screening in the Electronic Health Record and has the parent/guardian sign a release of information for BABHA to communicate the intake findings and disposition to the Court.

Assessment Process:

The family and youth attend the scheduled intake assessment appointment. BABHA’s children’s intake worker conducts the assessment and administers a CAFAS.

1. If the child’s total CAFAS score is 40 or less with no subscale scores of 30, the child will be referred to community resources to meet his or her needs.

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2. If the child’s total CAFAS Score is 50 or above, or 40 with a subscale score of 30, and the child has Medicaid Insurance, the child will be referred to the appropriate BABHA program to meet the mental health needs identified through the assessment process.

3. If the child’s total CAFAS Score is 50 or above, or 40 with a subscale score of 30, and the child has Private/Commercial Insurance, the intake worker will assist the family in contacting the Private/Commercial Insurance Company for services.

Coordination Process:

The BABHA Intake Worker will notify the Bay County Consent Calendar Facilitator of the clinical service recommendations and where the family/youth was referred for services. The Intake Worker will also provide this information to the Home Based Clinical Supervisor.

Attachments

N/A

Related Forms

CAFAS
 BABH Provider Enrollment Form (G:\BABH\Clinical Services\Master Clinical Files)

Related Materials

References/Legal Authority

N/A

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SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
T. Gray	D. Breyer	08/24/10	No Changes	Review only – updated to BABHA acronym – no changes to policy or procedure
D. Cranston	PNLT	10/31/13	Revision	Triennial review: Changes reflect current practice and process
J. Hahn	C. Pinter	05/01/15	Revision	Review and update based on other policy revisions. MDCH/MDHHS name change updates.
K. Maciag	J. Hahn	3/22/18	Revision	Review and update based on current process.
J. Hahn	J. Hahn	10/1/18	No changes	Triennial Review-no changes