




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 2

Policy # 8126	Behavioral Health Crisis Center (BHCC) Transition to Day Services
Origination Date: September 27, 2001	
Revision Date: June 2004; May 10, 2007; January 25, 2009; May 28, 2010, September 23, 2012, September 24, 2013, December 11, 2015	
Reviewed Date: February 2006, May 8, 2013, December 16, 2016	
Approved:  Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board BHCC to facilitate effective Communications/ Care between Day Services at Austell and the Stabilization Unit for clients transitioning into the Community via trials at Day Services at Austell (The Circle).

PROCEDURE:

A. Referral Process from Crisis Stabilization Unit (SU) to Day Services.

1. Authorization is handled through DBHDD ASO process and the Treatment Plan is completed by the BHCC Social Workers upon admission.
2. The BHCC Social Workers notify the Day Services contact person, upon physician's order, that the client will be attending Day Services while remaining an inpatient at BHCC and give the start date.
3. The Charge Nurse notifies BHCC's Medical Records to put client into a transitional bed status for the remainder of the client's time at BHCC.
4. An Appointment is scheduled for Day Services Intake by BHCC Social Workers via telephone call to the program
5. The Day Services staff views the authorization via computer. If not authorized the Agency's authorization process is followed and a Treatment Plan is done at Day Services.
6. Transportation is arranged by SU social workers.

B. Utilization of Unified Transportation System.

Transportation is notified via telephone and an entry is made in to the computer via UTS screen of need to transport to/from BHCC and Day Services.

C. Communication Needs between BHCC and Day Services.

1. Establish contact persons at each site.

BHCC: Charge Nurse	404-794-4857 ext 0
Social Worker	404-794-4857 ext 4
Day Services	770-819-9229 (Austell)

2. Day Services progress notes for BHCC clients that attend day treatment are entered on-line by Day Services staff.
Note: Upon discharge from BHCC, client's chart is forwarded to the appropriate location for the client's continued treatment.
4. BHCC nurses will contact food services to bring sack lunch for client to take with him/her.
5. BHCC will notify Day Services when client will not be attending that day.
Day Services Fax Number: 770-948-6147
6. Day Services telephones the BHCC contact person(s) if there are imminent concerns related to client's behavior/psychiatric status.
7. The BHCC contact person will notify psychiatrist immediately of stated concerns.