Treatment Coordination Policy

Policy:

a. CAPS provides treatment coordination services for students. This service is provided by the Treatment Coordinator of the Center. Their primary role is provide the following:
   i. Development, implementation, and maintenance of systems for
      1) Collaborating with liaisons in fostering and maintaining relationships with psychological and psychiatric providers in the community.
         ▪ Tracking referrals from CAPS into the community and facilitating successful referrals (trying to make sure the student actually connected to the provider in the community).
         ▪ Tracking hospitalizations of students for mental health reasons
            • Assisting the clinical director in developing MOUs with the three nearest receiving facilities to our campus offices.
            • Obtaining discharge and disposition reports from the local receiving facilities
            • Assisting local receiving facilities in coordinating discharge planning for students
            • Collaborating with the Case Manager in the DOS office with hospitalization reports for non-clients.
         ▪ Tracking the hospitalization of clients for mental health reasons
            • Coordinating efforts to increase the continuity of care for those that are hospitalized while in CAPS care.
               o Creating Treatment summaries, case histories, or treatment goal descriptions to pass on to the receiving facilities as the client’s request
               o Maintaining contact with the receiving facilities and hospitals for release dates and obtaining discharge summaries and disposition planning from these entities to make
      2) Monitoring and tracking students within the CAPS system
         ▪ Confirming and organizing referrals between psychiatric services and psychological providers
         ▪ Compliance with policies and procedures concerning clients in psychiatric services
            • Confirming continued partition in psychological services
      3) Providing training to staff around hospitalization procedures and interactions
      4) Providing consultation and follow up with students trying to access services.
5) Follow up with students who have been recently discharged from hospitals/receiving agencies and determine referral options for them.
6) Assisting mental health and medical clinicians with referrals of students into the local community for resources, both psychological and psychiatric, including follow-up
7) Client dispositions

ii. Maintaining current referral lists
   1) List 1: Providers personally known/trusted by CAPS clinicians
   2) List 2: Engaging available database systems in maintaining local provider lists, across treatment modalities and insurance coverage.

iii. Routine evaluation of the case management system to ensure quality of care

iv. Perform and document the above tasks with the assistance of an electronic health record: Titanium.

v. Participate in quality improvement efforts designed to optimize the efficacy of services provided.