

Policy Name:	Treatment Coordination
Date Modified:	7/2015
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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.
 - Creating Treatment summaries, case histories, or treatment goal descriptions to pass on to the receiving facilities as the client's request
 - 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.

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- 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.