County: SLO County
Program: TMHA - Youth Treatment Program, STRTP

	Pre-Admit	Admission/Intake	Services/Orders	Discharge
Administrator Tasks Alley Jensen – Program Manager	• Identify the client (select or create the client) [Client Search] • Request program enrollment [Client Programs] • Schedule admission [Bedboard] • Request prior authorization [TBD] • Document referral [Inquiry]	• Admit client to a bed [Bedboard] • Intake documents (WOW documents, STRTP Admission Agreement, review Client's Rights, review phone/visit restrictions) [multiple] • Schedule Well Child Exam + TB Test with primary provider • Schedule psychiatric assessment if applicable with provider	• Update Register of Clients – as needed • Complete LIC 500 for CCL – monthly • Schedule and lead CFTs – monthly • Ensure Quarterly Reports are sent to necessary parties - every 90 days • Lead MHP Full Review during Staff Meeting – every 90 days	• Send 14-day notice to CWS if applicable • Close Bed Day subunit for determined discharge date • Ensure YTP Health & Medical Contact Information document is completed and sent to all necessary parties – within 7 days of discharge • Ensure YTP Discharge Summary is sent to all necessary parties – within 14 days of discharge
Nursing Tasks Cassidy Craine, RN – Medication Manager	•	• Nursing Assessment [Nursing Assessment] • Nutritional Assessment [Included in Nursing Assessment] • Vitals [Included in Nursing Assessment] • TB Test [Flow Sheet – in development] • Medication Review [Included in Nursing Assessment] • Create MARs for each medication • Create Kardex for MAR • Create Med Boxes and prep medications	• Progress notes [Service Note] • Heights and Weights of each resident – monthly Complete written Medication Review for each resident prescribed psychotropic medications – every 45 days • Create/update MARs for all residents – minimum monthly /as needed • Work with TMHA Medical Team Lead to complete Medication Peer Reviews – annually	• Transfer medications to preferred pharmacy
Prescriber/MD Tasks Terra Clayton, PMHNP	•	• Psychiatric Evaluation [Service Note]	• Psychiatric notes [Service Note] • Create orders (medication, labs etc.) [Client Orders]	•
Clinician Tasks Anna Yeackle, LMFT – Head of Service	• [TBD]	• Social Services Assessment [Service Note] • Crisis Assessment [in development] • Launch Consent for Treatment • Launch and complete STRTP Intake Assessment – day of intake -Ensure that the assessment includes a complete Mental Health History -Ensure that the assessment includes a complete Medical History -Ensure that the assessment includes a complete Medication History -Ensure that the assessment includes all detailed items in Section 8 of STRTP-Regulations, MHP -Assessment must be completed within 72 hours for Emergency STRTP placements. Non-emergency placements must be completed within 5 calendar days Ensure SLO County 805 Document is completed – within 72 hours • Review previous Mental Health Assessments - enter note that review was completed – within 5 calendar days • Complete Mental Status Exam - within 5 calendar days • Complete MHP Admission Statement – within 5 calendar days • Launch Initial Treatment Plan – ensure Treatment Plan includes all detailed items in Section 10 of STRTP-Regulations, MHP – within 10 days • Complete CARF Assessment – within 45 days	• Progress notes [Service Note] • Discharge planning [Service Note] • Add to treatment plan [Commercial Treatment Plan]Request ongoing authorization [TBD] • Update Transition Determination Plan for all residents – monthly • Review Client's Rights / sign document – monthly • Complete Quarterly Reports with Clinical Review requirements for each resident – every 90 days • Complete CANS Assessment for each resident – every 6 months	• Provides client with Aftercare plan [TBD] • Schedules follow-up appointments [Staff Calendar; Appointment Search] • Close out all other subunits – as needed, based on case coordination/aftercare • Complete Transition Determination Plan as described in Section 15, STRTP-Regulations, MHP • Complete Transfer/Closing Summary – within 10 days of discharge • Complete YTP Discharge Summary – within 10 days of discharge

		• Complete CARF Interpretative Summary - within 45 days		
Milieu Social Worker Tasks -Michaela Roy, AMFT	•	• Needs and Strengths Assessment [Service Note] • Complete SNAP document – within 10 days • Complete Needs and Service Plans and create goals for all CCL subsections – within 30 days	• Progress notes [Service Note] • Compile NSP data for CFTS – monthly • Review and update NSPs with residents, signed document per Section 10, STRTP-MHP – monthly • Compile NSP data for Full Review during Staff Meeting – every 90 days • Complete summary of NSP and Supervised Visitation if applicable – every 3 months	• Compete summary of Needs & Service Plan + Supervised Visitation, if applicable, for Discharge Summary – within 7 days of discharge
Other Direct Services Staff Tasks	•	•	• Progress notes [Service Note]	•
Quality Assurance/ Oversight Tasks	•	• Medication Reconciliation Review	• Utilization Review - upon new or change of service • Incident Reporting & Debriefing - as needed • Seclusion & Restraint Reporting & Debriefing – as needed	• Chart Review [Client Documents] – at least quarterly (QA)