



Colorado Mental Health Institute at Pueblo  
1600 West Twenty-Fourth Street  
Pueblo, Colorado 81003

## MEMORANDUM OF AGREEMENT

**PARTIES:** Colorado Mental Health Institute at Pueblo  
Colorado Division of Youth Corrections

**SUBJECT:** Executive Transfer of Juveniles Between the Colorado Division of Youth Corrections and the Colorado Mental Health Institute at Pueblo

**DATE:** May 22, 1999

The following agreement establishes procedures for the executive transfer of committed juveniles between the Colorado Division of Youth Corrections (DYC) and the Colorado Mental Health Institute at Pueblo (CMHIP) in accordance with the provisions of C.R.S. 19-2-923. It refers only to juveniles committed to the Department of Human Services, Division of Youth Corrections.

### PRE-ADMISSION PROCESS

#### I. CMHIP Referrals

- A. If, in the clinical judgement of Division of Youth Corrections mental health staff, a DYC committed juvenile is suffering from a mental illness; the juvenile may be admitted to the Colorado Mental Health Institute at Pueblo to receive evaluation, stabilization and/or treatment services. DYC shall have access to up to 6 beds based on the clinical needs of the referrals, and CMHIP bed availability.
- B. Priority will be given to committed juveniles who present an imminent danger to themselves or others due to mental illness, and cannot be safely maintained in a DYC facility. The decision to admit shall be made jointly between DYC mental health staff and clinical inpatient staff at the CMHIP Children Adolescent Treatment Center.

- C. As a courtesy, designated DYC staff shall notify the community mental health center (based on county of residence) of the pending admission to CATC.
- D. Prior to a telephone referral to CMHIP, DYC staff shall gather relevant identifying and clinical material to be available for the over-the-phone Pre-Admission Information Record (attached CMHIP Form 610a). The Admission Screening form (attached) shall also be completed by DYC and sent with the patient.
- E. DYC mental health staff (Psychologist, Psychiatrist, Social Worker or Psychiatric Nurse) are authorized to make the decision to refer to CMHIP Inpatient Services by calling the admission office at CMHIP 719-546-4406 to make a telephone referral, and to coordinate the admission.
- F. The CMHIP admissions office will take the basic admission information and transfer the call to the CATC admission coordinator (8 a.m. to 5:00 p.m., Monday through Friday). After hours, weekends and holidays the CMHIP admission office will facilitate the admissions process by connecting the DYC representative with the CMHIP "administrator on call". DYC staff shall also be connected with the "administrator on call" if the CMHIP CATC census is 28 patients and/or if DYC is already utilizing their allocated 6 beds.
- G. As part of the pre-assessment information, DYC shall provide to CMHIP CATC admission staff or the CMHIP "administrator on call" a clear understanding of their expectations for treatment goals and estimated length of hospitalization. A brief overview of the immediate risks (e.g. suicidal or homicidal behaviors) shall also be provided by DYC.

## II. DYC Referring Facilities

CMHIP may receive referrals from the following DYC facilities:

- Adams Youth Services Center Brighton
- Gilliam Youth Services Center Denver
- Grand Mesa Youth Services Center Grand Junction
- Lookout Mountain Youth Services Center Golden
- Marvin W. Foote Youth Services Center Englewood
- Mount View Youth Services Center Denver
- Platte Valley Youth Services Center Greeley
- Pueblo Youth Services Center Pueblo
- Spring Creek Youth Services Center Colorado Springs
- Zebulon Pike Youth Services Center Colorado Springs
- Any other DYC contracted facility as necessary

### III. Medicaid Eligible Admissions

DYC referrals of community-based Medicaid eligible committed juveniles to the Colorado Mental Health Institute at Pueblo shall be made through the appropriate regional Mental Health Assessment & Services Agency (MHASA). If the regional MHASA does not respond to a request for an evaluation or, if there is an emergency requiring immediate hospitalization and there is a dispute regarding the inpatient services required, the DYC Director or his/her designee shall seek immediate hospitalization and pursue a final resolution with Colorado Mental Health Services within 72 hours.

### IV. Admission Referral or Discharge Dispute Resolution Process

In the event of a clinical disagreement regarding a referral or admission to, or discharge from CMHIP, the disagreement shall be worked out at the lowest possible level between DYC mental health staff and CMHIP CATC Admissions Coordinator or designee. In the event such disagreements cannot be resolved, they shall be referred to DYC Director of Medical and Psychological Services and CMHIP CATC Division Director. If a resolution can not be resolved at this level, the DYC Director and the Assistant Superintendent of Clinical Services shall be contacted and resolution obtained within three working days of the referral.

### V. Bed Availability Considerations

- A. The CMHIP Child and Adolescent Treatment Center shall provide inpatient services for DYC juveniles, ages 12 through 17 years, as appropriate and based on the juvenile's classification and the CMHIP patient mix. Bed availability, including the availability of single rooms, shall be a consideration in accepting the admission (E.G. CMHIP shall not place a known perpetrator in a room assignment with a victim of abuse).
- B. Communication regarding management of the six (6) beds shall be made between the CMHIP CATC Admissions Coordinator by calling 719-546-4406, and the DYC Medical and Psychological Services Director's office (303-866-7346). The CMHIP shall also create, and e-mail, a current DYC client roster to designated recipients a minimum of two (2) times per week (Mondays & Fridays).

### VI. Juveniles Over Age Eighteen (18)

- A. The CMHIP General Adult Psychiatric Services Division shall continue to serve at-risk 18 – 20 year old DYC committed juveniles needing hospitalization.
- B. The General Adult Psychiatric Services shall adhere to the bed allocation system, thus DYC shall secure a prescreening and authorization from the CMHC

of origin (juvenile's residence) or by courtesy screening by the closest CMHC prior to referral.

### CMHIP ADMISSION PROCESS

Committed juveniles to be admitted to CMHIP shall be transported to the CMHIP Admissions Office, at 1600 West 24<sup>th</sup> Street, Building #125, Pueblo, Colorado by a designated DYC staff member or qualified contractor. The completed "Executive Transfer of Patient or Inmate" (attached Form 26-1A) and the Admission Screen Narrative shall accompany the DYC committed juvenile to the Admission Office at CMHIP. Administrative signatures authorizing the placement shall be obtained as soon as possible after the admission. At the time of transfer, DYC staff shall also follow the DYC Critical Incident reporting procedure. Accordingly, DYC staff shall notify the committed juvenile's parent(s) or guardian of the transfer to CMHIP.

### CMHIP CLINICAL SERVICES PROVIDED

- I. **Inter-Agency Communication:** Arrangements shall be made for regular and timely communication between CMHIP and DYC-designated staff. Designated CMHIP personnel shall contact the DYC client manager and referring mental health professional by the first working day following the admission. Designated DYC staff members shall be invited to attend and actively participate in treatment and discharge planning and reviews.
- II. **Medical Services:** Medical services provided by CMHIP shall include ophthalmology, dermatology, podiatry, dentistry; and ancillary services including physical therapy, and neurology services. If off-site medical care is needed, the following protocol shall be followed:
  - A. In the case of non-emergency situations, Dr. David Wells, DYC Medical Authority (303-866-7339), or the on-call DYC physician (303-871-1137), shall be consulted regarding medical treatment. If the medical problem requires off-site follow-up care, the DYC committed juvenile shall receive appropriate medical services to be billed to Medicaid. If the DYC committed juvenile is to be transported off-site and/or admitted to another hospital, the referring DYC facility administration shall be notified and security shall be arranged and coordinated by designated DYC staff or a qualified contractor as necessary.
  - B. In an emergency or life-threatening situation, the DYC committed juvenile shall be taken to Parkview Hospital Emergency Room or the nearest hospital as appropriate, and all services shall be billed to Medicaid.

**Any off-site medical services not paid by Medicaid shall be billed directly to  
Division of Youth Corrections at:  
Division of Youth Corrections Medical Services**

4255 South Knox Court  
Denver, CO 80236

### III. CMHIP Treatment Services

A. CMHIP evaluation services shall include, but not be limited to, the following:

1. Diagnostic clarification
2. Psychosocial history
3. Psychometric evaluation
4. Psychiatric evaluation
5. Medication evaluation
6. Behavioral assessment
7. Academic assessment and appropriate academic services
8. Medical evaluation
9. Therapeutic intervention
10. Behavioral management plans
11. Transition recommendations

B. CMHIP stabilization and treatment services shall include, but not be limited to, the following:

1. A secure, locked setting
2. 24-hour therapeutic milieu
3. Structured behavioral management
4. Medication management (if appropriate)
5. Crisis management
6. Individual, group and family therapy as needed
7. Education Services (including IEP reviews and updates as appropriate)
8. Physical therapy
9. Therapeutic recreation
10. Transition planning

### IV. Travel

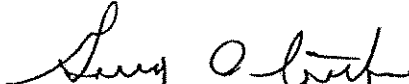
All off-grounds transportation shall be provided by DYC designated staff or a qualified contractor.

### III. Disposition and Transfer/Discharge Protocol

- A. The DYC client manager and referring mental health professional shall be informed of the DYC committed juvenile's estimated length of stay within 72 hours of admission.
- B. The CMHIP shall give DYC a minimum of 24 hours notice of intent to transfer the committed juvenile back to a DYC facility or contracted program, except in the case when the DYC committed juvenile cannot be securely maintained in the CMHIP Inpatient treatment unit.

- C. Prior to, or at the time of, a CMHIP transfer/ discharge, a CMHIP Nursing Discharge Summary (Form 105-A) to include a list of any medications required and the Social Work Discharge Summary (Form 105) shall be sent with the patient and transporting personnel. The pink copy of the CMHIP Nursing Discharge form and the psychiatric discharge summary shall be mailed to the receiving DYC facility within two weeks of discharge.
- D. A one-week supply of medications shall be provided by CMHIP at transfer/discharge. A prescription for up to three weeks shall also be written for the juvenile upon discharge.
- E. Prior to, or at the time of transfer/discharge, the CMHIP shall deliver to DYC the committed juvenile's behavioral management plans, reports of psychosocial evaluation, and intervention recommendations.
- F. Transportation of the DYC committed juvenile shall be provided by DYC or a qualified contractor. The DYC committed juvenile is to be picked up at the CMHIP Inpatient Treatment unit at a mutually agreed upon date and time.

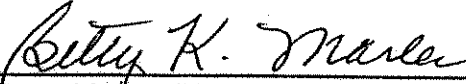
Signed:

  
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Garry A. Toerber, Ph.D., Director  
Colorado Mental Health Institutes

5-26-99  
Date

  
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Robert Hawkins, Superintendent  
Colorado Mental Health Institute at Pueblo

5-25-99  
Date

  
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Betty Marler, Director  
Colorado Division of Youth Corrections

5-28-99  
Date