

## DWIHN Pre-Placement Process

<p><b>Referral Sources</b></p> <p><b>DWIHN Residential Care Specialists</b></p> <p>COPE</p> <p><b>Clinically Responsible Service Provider (CRSP)*</b> (*with Supervisor Approval)</p>	<ul style="list-style-type: none"> <li>Reviews Member <b>Pre-Placement Agreement</b> form, and obtains member's/guardian's signature</li> <li>Faxes following forms to selected Pre-placement Facility:             <ul style="list-style-type: none"> <li>Member's referral packet/COPE PAR documents</li> <li><b>Signed Member Pre-Placement Agreement</b></li> <li><b>Member Pre-Placement Initial Plan</b> for the designated Pre-Placement facility*</li> </ul> </li> </ul> <p><b>*Refer to DWIHN Pre-Placement Facility Contact listing for designated facility information.</b></p>
<p><b>Pre-Placement Facility</b></p> <p><small>*Placement to these facilities are coordinated by RCS Lezlee Adkisson*</small></p> <p>Akwaaba House</p> <p>Georgia's Care</p> <p>Glenwood Home</p> <p>Lewis Manor-NW</p> <p>*Detroit Family Home-Boston</p> <p>*Kinloch Home</p> <p>*Slim Haven-Abington</p>	<ul style="list-style-type: none"> <li>Immediately ensures receipt of member's Pre-Placement referral packet for placement review</li> <li>Submits timely response on accepting members also confirming scheduled pick-up date and time member once accepted into pre-placement             <ul style="list-style-type: none"> <li>If referral is refused/denied, the Pre-placement Provider is to send email to notify assigned Residential Care Specialist within 2 hours noting the following:                 <ul style="list-style-type: none"> <li><b>Member MHWIN ID#</b></li> <li><b>Referral Agent Information (direct contact name and phone number)</b></li> <li><b>Reason for denial (i.e. behaviors, age of member, etc.)</b></li> <li><b>Pre-placement Provider Contact Information</b></li> </ul> </li> </ul> </li> <li>Coordinates transport of member from referral site to designated Pre-Placement facility upon acceptance notification that all prescribed medications are available:             <ul style="list-style-type: none"> <li><b>Community Hospital D/C:</b> 14-day written prescription with 7-day (in-hand) supply</li> <li><b>Emergency Department D/C:</b> Up to the discretion of the ED to provide medications</li> <li><b>Crisis Center/COPE D/C:</b> Medication prescription to be coordinated with the member's designated CRSP</li> </ul> </li> <li>Confirms scheduled CRSP follow-up appointment, providing/coordinating transportation and any additional communication</li> <li>Completes daily <b>Member Pre-Placement Progress Note</b> for every member</li> <li>Confirms member weekday census <b>via phone call</b> to designated Residential Care Specialist reporting:             <ul style="list-style-type: none"> <li><b>New arrivals, confirming Referral TYPE</b></li> <li><b>Extended lengths-of stay (if needed)</b></li> <li><b>Member discharges</b></li> <li><b>Bed availability</b></li> </ul> </li> <li>Completes <b>Member Pre-Placement Discharge form</b>, sending to Residential Department</li> <li>Immediately reports urgent concerns and/or issues to designated Residential Care Specialist as they occur</li> </ul>
<p><b>Residential Services</b></p>	<ul style="list-style-type: none"> <li>Designated Residential Care Specialist updates weekday facility census:             <ul style="list-style-type: none"> <li>Verifies member admissions, extended lengths-of-stay, and discharges</li> <li>Emails daily bed census for step-down availability to Residential Team, UM, and COPE</li> <li>Submits Internal Auth Requests for incoming members, authorization extensions, and/or member discharges                 <ul style="list-style-type: none"> <li><b>Service Authorizations are not to exceed 14 days; unless reviewed and determined clinically necessary by RCS; or upon review with department Director and Manager for approval)</b></li> </ul> </li> <li>Completes member's assessment if needed prior to permanent placement</li> </ul> </li> <li>RCS verifies effective date and Medicaid status via MHWIN system, uploading all relevant documentation into member's chart             <ul style="list-style-type: none"> <li><b>Member Accepted:</b> RCS obtains member's/guardian's consent to proceed with specialized placement process, documenting the member's MHWIN chart when obtained.</li> <li><b>Member Refused/Denied:</b> RCS notifies CRSP of pre-placement facility with expectant discharge date, to coordinate alternate services and resources.</li> </ul> </li> <li>Documents member's chart of pre-placement activity</li> </ul>
<p><b>CRSP</b></p> <p><b>Supports Coordinator/</b></p> <p><b>Case Manager</b></p> <p>Within 5 Days, Including initial 3-day Authorization</p>	<ul style="list-style-type: none"> <li>Receives email of pre-placement census to update member contact information</li> <li>Revises <b>Member Initial Pre-Placement Referral Plan</b> as needed and verifies next scheduled outpatient appointment</li> <li>Contacts and informs RCS of member's refusal for placement</li> <li>Assists member with identifying alternate housing options and resources available</li> </ul>