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**Document Scope:** (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
  - X - The requirements herein apply, verbatim, to GCBH and its network providers<sup>2</sup>.
  - The requirements herein apply both to GCBH and its network providers<sup>2</sup>. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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**PURPOSE:** To clarify GCBH processes associated with a request for Single Bed Certification provisions established by WAC 388-865-0526 and the RSN Community Psychiatric Inpatient Instructions and Requirements released by the Mental Health Division of DSHS in August, 2007.

## DEFINITIONS

- I. Single Bed Certification (SBC) – means an exception granted by the Mental Health Division, or its designee, to allow a community facility that is not certified under WAC 388-865-0500 to provide treatment to involuntarily detained or committed children or adults when specific criteria have been met.

## POLICY

- A. In keeping with WAC 388-865-0526 and other Instructions provided by the State, the use of the SBC process is reserved for situations involving children or adults who have met the legal requirements for detention or commitment for involuntary treatment. For such consumers, when a certified bed is not otherwise available, a Single Bed Certification may be sought for:
  - a. An adult consumer who needs to be detained for 72 hours or committed for 14 days for involuntary care;
  - b. An adult consumer with acute or chronic medical issues requires a level of inpatient medical services, while detained or committed, beyond those available in an inpatient psychiatric treatment unit;
  - c. An adult consumer on a 90 or 180-day commitment order is expected to be ready for discharge from inpatient services within the next thirty days and being at a community facility would facilitate continuity of care, consistent with the consumer's individual treatment needs; or
  - d. For an involuntarily detained or committed child, for which the exception may be granted to allow treatment under the Single Bed Certification until the child's discharge from that setting to the community, or until the child is transferred to a bed in a children's long-term inpatient program (CLIP).
- B. While there is a requirement that a written request for Single Bed Certification be submitted to the Mental Health Division's designee, Eastern State Hospital (ESH), prior to initiation of a detention order, ESH has indicated that, when it is not staffed to process

such a request immediately, it will approve them retroactively, provided the request meets the conditions defined above.

- C. During regular business hours, the GCBH Care Coordinators are responsible for conveying a Single Bed Certification request to ESH, subsequent to receipt of a appropriately completed Single Bed Certification Worksheet, which is always available via the GCBH website. Outside of regular business hours, the SBC request process cannot be initiated until the case has been staffed with the GCBH Medical Director, or his/her designee.
- D. When a network provider deems it necessary to initiate a Single Bed Certification at a community facility that does not ordinarily admit individuals on an involuntary status, that provider is responsible for assuring that the facility is made aware, at the time Certification is sought, of the legal processes and timelines associated with holding an individual involuntarily. While GCBH network providers are responsible for providing information regarding these processes, the facility at which the single bed is certified remains accountable for their implementation.

## PROCEDURE

1. The SBC Process is presented via the flowchart in **Attachment 1** to this policy. Requests for Single Bed Certification received during regular business hours are reviewed and submitted within 4 hours to the individual authorized by ESH to receive them. SBC requests faxed to the Care Coordinators outside of regular business hours, after obtaining approval from the GCBH Medical Director, or his/her designee, are submitted to ESH within 4 hours of the beginning of the next business day.
2. Legal actions potentially required subsequent to a consumer's admission under a Single Bed Certification are presented via the flowchart in **Attachment 2** to this policy. If the community facility at which the bed is certified is unfamiliar with legal processes relating to involuntary detention or commitment, a copy of this flowchart is provided by the network provider that initiated the SBC Process, for informational purposes.
3. The Care Coordinators are responsible for notifying the Quality Manager should changes to the Single Bed Certification Worksheet be necessary. The Quality Manager is responsible for assuring the form is updated is necessary, and a revised version published to the GCBH website.

## APPROVAL

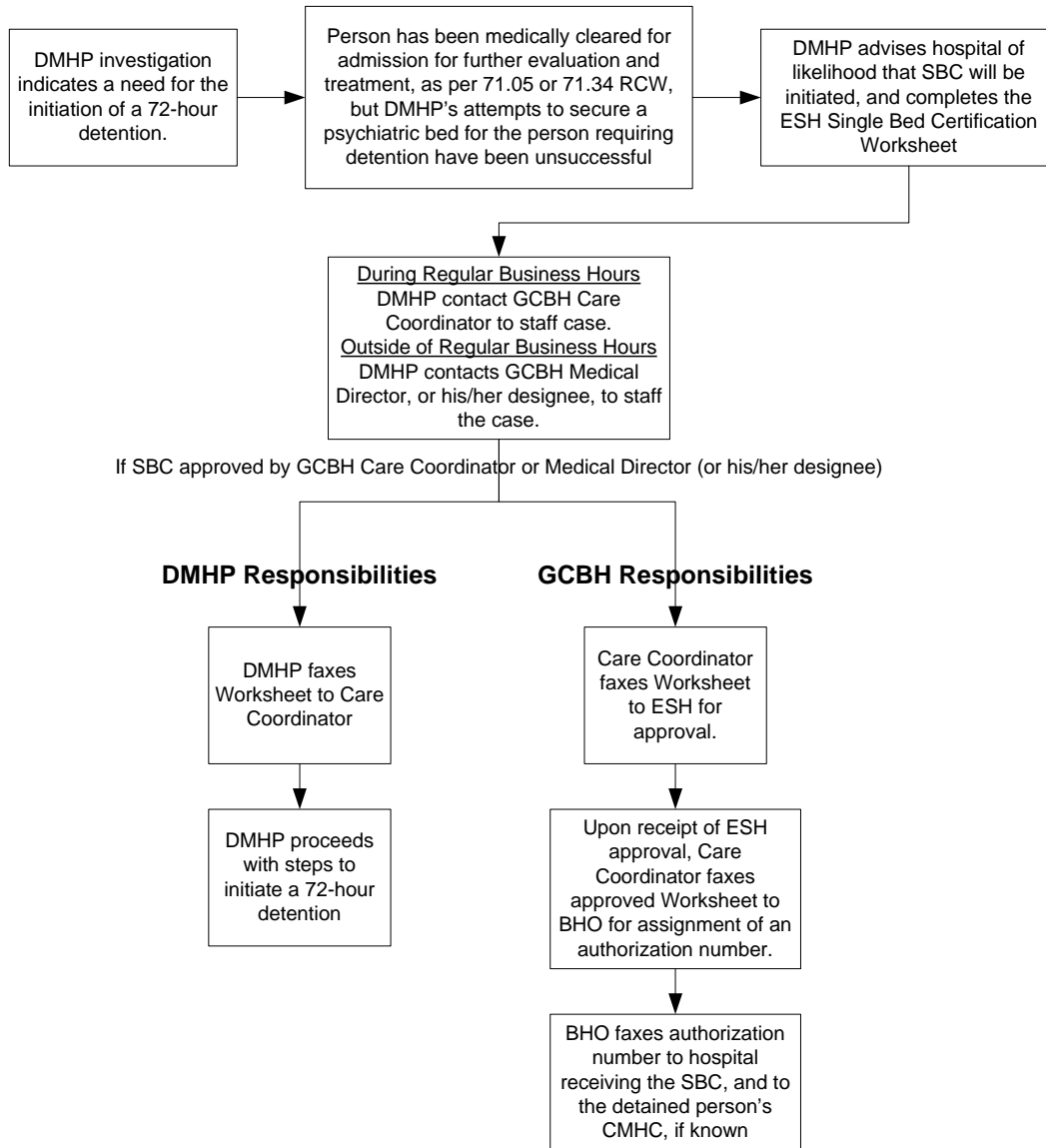
/S/ Julie LaPierre

Julie LaPierre, Interim Director

05/07/09

## Attachment 1: Obtaining a Single Bed Certification (SBC) For Purposes of Involuntary Detention in a Facility Not Already Certified Under WAC 388-865-0500

Per WAC 388-865-0526 (1), an SBC request must be made **prior** to the commencement of a detention order.



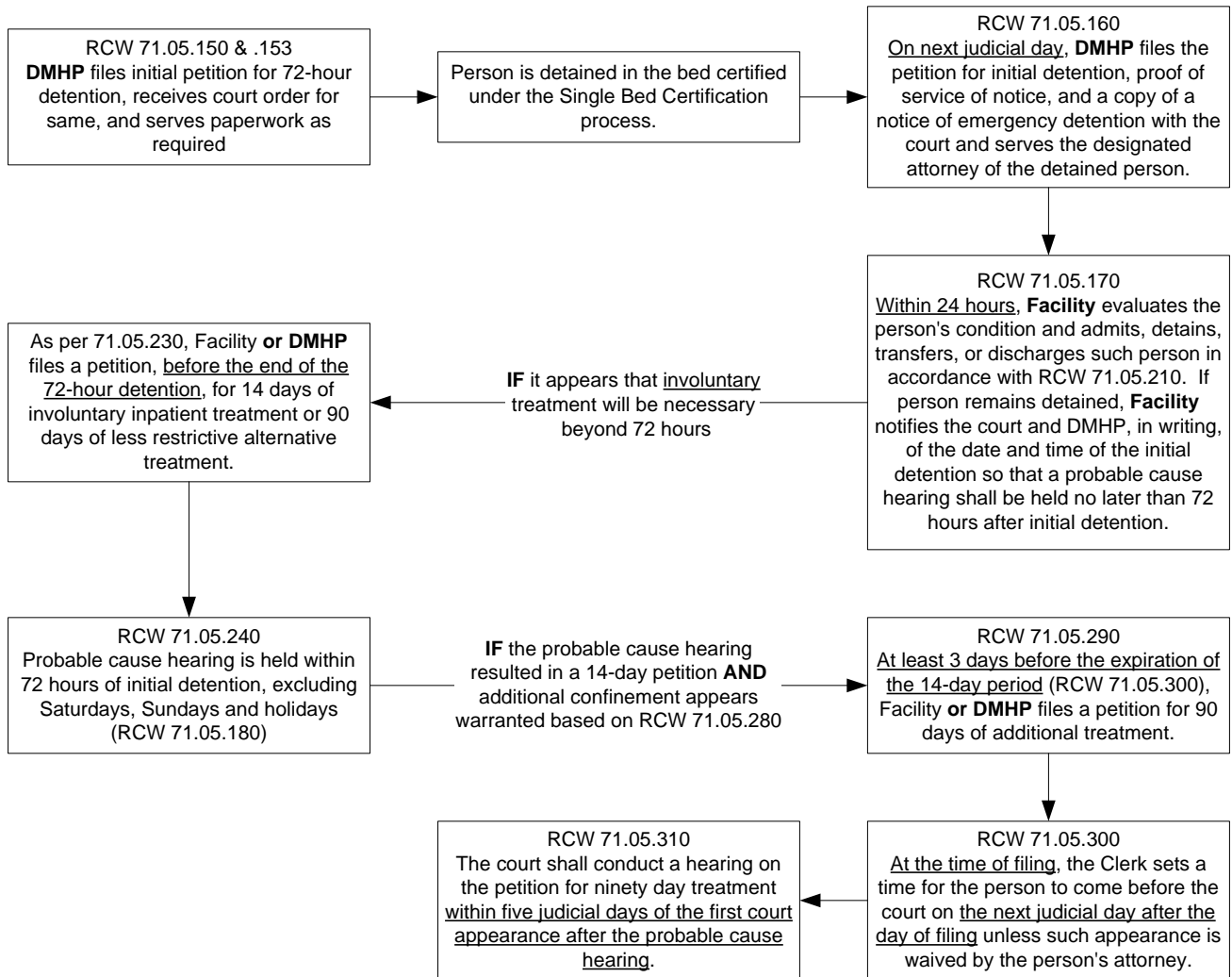
**WAC 388-865-0526 – Single Bed Certifications (SBC) Are Allowed For:**

- Treatment to an adult on a 72-hour detention or 14-day commitment; or
- Treatment to an adult on a 90 or 180-day inpatient involuntary commitment order, for a maximum of 30 days; or
- Treatment of involuntarily detained or committed children, until the child’s discharge from that setting to the community, or until they transfer to a CLIP bed.

**WAC 388-865-0526 (3) (a,b) – The request for an SBC must describe why:**

- The individual requires services that are not available at an already certified facility; or
- The individual is expected to be ready for discharge from inpatient services within the next thirty days and being at a community facility would facilitate continuity of care, consistent with the individual’s treatment needs.

## Attachment 2: Legal Actions Potentially Necessary During the Period of a Single Bed Certification For Purposes of Involuntary Detention\*\*



\*\* A Single Bed Certification is limited to 30 days for an involuntarily detained adult. For involuntarily detained children, the Single Bed Certification may be granted until the child's discharge or transfer to a CLIP facility. The timelines for legal action and detention are the same for children through the 14-day treatment period, but those associated with additional confinement are different (see RCW 71.34.750).