



ST. JOSEPH'S VILLA

St. Joseph's Villa Crisis Stabilization Services

Referral Process

(Available 24/7, capacity: 8 bed unit)

CSU Phone (804) 874-9119

CSU Fax (804)955-4240

Rev. 12.6.22

1. Initial call to CSU referral line **(804) 874-9119**
2. CSU obtains initial information for the referral
3. CSU reviews the information to determine if the client is eligible for services at the CSU
4. CSU provides preliminary response to referral caller as to current bed availability and eligibility for CSU services.

Eligibility Criteria

- a. Client must be ages of 5 to 17
- b. Individual must meet i. and ii. of the following criteria at the time of admission:
 - i. Documentation indicates evidence that person meets criteria for a primary DSM diagnosis
 - ii. One of the following must be present:
 - a. Abrupt, substantial changes in behavior noted by severe impairment or acute decompensation in functioning related to behavioral health problem
 - b. Actual or potential danger to self or others (suicidal, homicidal and/or command hallucinations or delusions)
 - If youth is actively suicidal, actively homicidal, or actively psychotic they **MUST** be willing to participate in safety planning.
 - CSU will assess if the youth could implement suicidal/homicidal plans in the CSU environment? IF YES, more information is needed.
 - c. Significant loss of impulse control that threatens safety of person and/or others or ability to care for themselves
 - If the client has a history of Fire setting, we will need additional information on the specifics and risk while in the CSU environment.
 - If the client has a history of sex offenses, we cannot admit secondary to licensing restrictions.
 - d. Significant inability to maintain basic care for oneself and keep oneself in the community in age-appropriate manner (not associated with Dementia)
 - e. Substance intoxication with suicidal/homicidal ideation or inability to care for self.
- c. If the client is medically fragile, we will require additional discussions to determine if we can safely serve them
- d. If the client has an ID/DD diagnosis REACH is the preferred first option. CSU will consult with REACH to determine which service is most appropriate to serve the client.
- e. CSU is a secure but unlocked facility and is a voluntary program that requires family participation, clients and families have to be willing to agree to be at the CSU and participate.
- f. If a client refuses to stay at the CSU we will work with them and their family to engage them to agree to treatment.

- ii. If they continue to refuse the family will be asked to come to get the client.
 - 1. Depending on the client's current status we will either:
 - a. Refer to community-based services or
 - b. Advise to transport to the ED for assessment for inpatient admission, if warranted.
 - i. Maximum length of stay is 15 days, average length of stay is approximately 7 days
5. CSU will check Medicaid enrollment status



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Status with CSB, Direct Access or Out of Region 4 Referrals 6.

CSU will check if client open to a CSB

a. Clients open to CSB

i. In Region 4 –Referring caller contacts CSB to request a CSU referral form or a prescreen report, that has been updated within the last 48 hours, be faxed to the CSU

1. CSU Fax number **804-955-4240**

ii. Out of Region 4 – Referring caller contacts the local CSB. The referring party must be open or be opened by the local CSB before initiating a request to be referred to the CSU. Requires referral from the CSB. An active referral is made by completing a CSU referral form or the prescreen report be faxed to the CSU.

iii. The last open bed is held for a client living within Region 4

b. Direct Access referrals – not open to CSB

i. CSU obtains the prescreen report if one was done

ii. Information to determine if the client is appropriate for services will be obtained from the initial referral screening (i.e., the Call log) as well from the Service Specific Provider Intake (SSPI) process.

iii. The SSPI is completed prior to final determination for admission

iv. The last open bed in the CSU is held for a client living in Region 4

7. CSU clinical team reviews the referral information to make final determination of eligibility and calls back to the referring caller to relay decision and if accepted, set day/time for intake

Required Intake Documentation

8. Referring caller obtains and faxes to CSU:

a. Negative Covid test within the last 72 hours

i. If one is not available then complete Covid screening form

b. Physicians order form- it is always preferred that we obtain medication information on the CSU POF particularly noting what OTC medications are not counteractive with prescribed medications i.e., aspirin, etc.

c. If a **CSB** has a copy of the medication lists from their electronic health record **and** the CSB psychiatrist is the prescribing doctor **and** they are unable to obtain a POF

i. CSU staff will transfer the orders to the POF form

ii. CSU staff will take pictures of the labels on the medication bottles

iii. CSU staff will complete the SSPI

iv. CSU staff will complete the Summary of information from the intake

v. CSU staff will send this information to the CSU psychiatrist to review and approve

- d. In the rare event that no provider can be found to complete a POF prior to admission and the parent agrees to come to the CSU to administer medications until the POF can be obtained this will be allowed.