

# St. Joseph's Villa Crisis Stabilization Services

## CCCA Step-Down / Referral Process

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

<ul style="list-style-type: none"> <li>• <b>Referral</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>CCCA consults with CSS to inquire if potential client may be appropriate for the CSU: (804) 874-9119</b></li> </ul>
<ul style="list-style-type: none"> <li>• CCCA talks with Jurisdictional CSB to determine if there is agreement for referral to CSU and notifies the CSB liaison (may be ES, Hospital liaison or a Case manager) that the CSB needs to initiate the referral process</li> </ul>
<ul style="list-style-type: none"> <li>• CSU will gather additional Information which includes but is not limited to:             <ul style="list-style-type: none"> <li>• Information regarding client behaviors</li> <li>• Nature of the crisis that led to hospitalization.</li> <li>• Has a restraint been required since admission?</li> <li>• Has client required psychotropic PRN medications to address behaviors?</li> <li>• Has client attempted to AWOL? Participated in treatment?</li> <li>• The reason(s) this client cannot return directly to the community</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Referral will be staffed with CSU treatment team; CCCA and CSB will be informed of status within 15 minutes.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Screening</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>CSB completes CSS Referral Screening Form</b></li> </ul>
<ul style="list-style-type: none"> <li>• CSB completes CSS Referral Screening Form submits form to CSU and makes referral via telephonic or telehealth</li> </ul>
<ul style="list-style-type: none"> <li>• CSU reviews the Referral Screening Form</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Telehealth interview</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>CSU Conducts Telehealth Interview</b></li> </ul>
<ul style="list-style-type: none"> <li>• Once screening has been completed and the client is determined to be eligible and appropriate for the program,</li> </ul>
<ul style="list-style-type: none"> <li>• CCCA will schedule via Zoom/Microsoft Teams a telehealth interview with child and CSU clinician. Guardian is encouraged to be present and may be contacted by phone.</li> </ul>
<ul style="list-style-type: none"> <li>• In telehealth interview, CSU will discuss the expectations of child and guardian participation in the program along with goals for treatment and expectations for discharge from CSU.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Eligibility</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>CSU Treatment Team Determines Eligibility</b></li> </ul>
<ul style="list-style-type: none"> <li>• In order for a client to be eligible for services, the CSB must have a post-CSU discharge plan and actively follow the client while at the CSU and through the process of discharge into the community.</li> </ul>
<ul style="list-style-type: none"> <li>• After telehealth interview, CSU clinician will make final recommendation to CSU treatment team, CCCA, and CSB about child's appropriateness for stepdown.</li> </ul>
<ul style="list-style-type: none"> <li>• If declined, CSU will inform CCCA and CSB.</li> </ul>
<ul style="list-style-type: none"> <li>• If accepted, CCCA and CSB will be notified, and they will arrange for transportation to the CSU for intake.</li> </ul>