



# Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	111
<b>Policy Title</b>	Authorization For Short-Doyle Funding For Psychiatric Patients Transferred From Monterey County (Hospitalization And Transportation)
<b>References</b>	None
<b>Form</b>	Notification Form (Attachment 1) Medi-Car Authorization (Attachment 2)
<b>Effective</b>	May 15, 1991 Revised: July 20, 1992 Revised: August 3, 1993 Revised: March 26, 1996 Revised: August 15, 1997 Revised: July 31, 2001 Revised: May 9, 2003 Revised: March 27, 2006 Revised: July 1, 2007

## 1 Policy

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3 Only designated staff of the Behavioral Health Division (BHD) can authorize Short-Doyle funding to acute 24-  
4 hour psychiatric in-patient care facilities when Monterey County residents are transferred for in-patient  
5 evaluation and treatment. This may occur when the Natividad Medical Center Mental Health Unit is unable to  
6 admit a patient, i.e., the unit is at capacity, or when a child under the age of 18 requires admission.

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8 Only designated staff of the Behavioral Health Division can authorize funding of transportation when such  
9 clients are transported. The following ambulance company by order may be utilized using the Medi-Car:  
10 West Med Ambulance.

## 11 Procedure

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14 I. The following Behavioral Health Division staff can authorize Short-Doyle payment to out-of-county acute  
15 24-hour psychiatric in-patient care facilities:

- 16  
17 A. Medical Director  
18 B. Behavioral Health Service Deputy Directors  
19 C. Behavioral Health Service Managers  
20 D. Mental Health Crisis Team Supervisor and/or designee.  
21 E. Compliance Officer/ MHS/QSM Coordinator  
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23 II. When the Crisis Team staff authorizes Short-Doyle payment for a transfer, he/she must notify the Adult  
24 Services Deputy Director the following working day with the following information (Attachment 1):  
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- 26 Name of Patient
- 27 Legal Status of Admission
- 28 Date of Authorization
- 29 Name of Hospital
- 30 Contact Person at Hospital
- 31 BHD Crisis Team Staff Name

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33 III. Monterey County Behavioral Health Division Management, clinical staff, and public guardian/conservator  
34 staff may authorize funding of transportation using Medi-Car when a Monterey County resident needs  
35 to be transported to another facility. BHD authorizing staff needs to provide the ambulance company  
36 his/her name and employee number for billing purposes.  
37

38 BHD authorizing staff must complete the following information (Attachment 2) for tracking and reimbursement  
39 purposes.  
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- 41 Name of Client
- 42 Legal Status during Transfer
- 43 Transferring Agency
- 44 Receiving Agency
- 45 Insurance
- 46 Date of Transfer
- 47 Time called; Time Ambulance Arrived
- 48 Reason for Transfer
- 49 Authorizing Staff
- 50 Ambulance Company

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52 IV. The Public Guardian/Conservator staff listed below will arrange transportation services (Medi-Car or  
53 ambulance) for all clients at Natividad Medical Center Mental Health Unit, who are on conservatorship, when  
54 the client needs to be transferred to another facility. The Public  
55 Guardian/Conservator staff will advise Natividad Medical Center, Mental Health Unit social worker of the  
56 date, time, and facility, at least a day prior to the client's transfer.  
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- 58 A. Public Guardian
- 59 B. Public Guardian Conservator staff

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62 V. The authorizing staff to transport the client must complete the Medi-Car authorization form (Attachment 2).  
63 This notification should be sent to the Behavioral Health Medical Director and Deputy Director, within two  
64 working days. A voucher provided to the Medi-Car staff must have the name of staff person who authorized  
65 the transportation.  
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