



Monterey County Behavioral Health Policy and Procedure

Policy Number	405
Policy Title	Behavioral Health Adult Services Authorization For Placement In Locked Skilled Nursing Facilities Or Mental Health Rehabilitation Centers
References	None
Form	None
Effective	September 16, 1986 Revised: January 3, 1994 Revised: May 9, 2003 Revised: October 1, 2008 Revised: November 16, 2017

1 **Policy**

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3 The Monterey County Health Department, Behavioral Health Bureau, contracts with several licensed
4 IMD/SNF/MHRC to provide locked sub-acute residential psychiatric care. Additionally, Behavioral Health
5 contracts with a few enhanced Residential Care Facilities. The Behavioral Health Mental Health Inpatient
6 Unit staff (herein Staff) shall have responsibility to determine which of these facilities is best suited for the
7 client and to make direct contact with the selected facility to arrange placement. If immediate placement
8 cannot be arranged, Staff will contact and refer the client for admission to all the alternate facilities serving
9 the acute hospital. A client placed in a licensed IMD/SNF/MHRC must be a Conservatee under the
10 Lanterman/Petris Short-Doyle Welfare and Institutions Code 5350 or under California Penal code 1370.

11 **Procedure**

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14 Staff will determine which of the licensed facilities is best suited to meet the client's needs and make direct
15 contact with the selected facility to arrange placement. If immediate placement cannot be arranged, Staff
16 will place the referral on an admission waiting list and the designated staff person will contact and refer the
17 client for admission to all facilities within a one hundred (100) mile radius of the acute facility. Each facility
18 must be contacted at least weekly. Staff should document each facility they contacted, date of contact, who
19 they spoke with, and the associated number the client is on respective waiting lists into client's chart. Staff
20 or a designee will provide liaison, referral, and coordination between the inpatient units and the licensed
21 facilities under the direction of the Behavioral Health Services Manager overseeing the Placement Team
22 and Mental Health Inpatient Unit teams.