



Colorado Mental Health Institute at Fort Logan

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## MEMORANDUM OF AGREEMENT

**PARTIES:** Colorado Mental Health Institute at Fort Logan  
Colorado Division of Youth Corrections

**SUBJECT:** Executive Transfer of Juveniles Between the Colorado Division of Youth Corrections and the Colorado Mental Health Institute at Fort Logan

**DATE:** April 9, 1999

The following agreement establishes procedures for the executive transfer of committed juveniles between the Colorado Division of Youth Corrections (DYC) and the Colorado Mental Health Institute at Fort Logan (CMHIFL) in accordance with the provisions of C.R.S. 19-2-923. It refers only to juveniles committed to the Department of Human Services, Division of Youth Corrections.

### I. CMHIFL Referrals

- A. If, in the clinical judgement of Division of Youth Corrections mental health staff, a DYC committed juvenile is suffering from a mental illness, he/she may be admitted to the Colorado Mental Health Institute at Fort Logan to receive evaluation, stabilization and/or treatment services. Priority will be given to those committed juveniles who present an imminent danger to themselves or others, and cannot be safely maintained in a DYC facility. The decision to admit shall be made jointly between DYC mental health staff and clinical inpatient staff at CMHIFL. Referrals to CMHIFL Inpatient Services shall be made in one of two ways:
1. During regular CMHIFL Admission Office business hours (Monday through Friday, 8:00 am to Midnight) a DYC facility mental health staff (Psychologist, Psychiatrist, Social Worker or Psychiatric Nurse) is authorized to make the decision to refer to CMHIFL Inpatient Services by calling 303-866-7031 to make a telephone referral.

2. After regular CMHIFL Admission Office business hours (Monday through Friday, Midnight to 8:00 am and all day weekends and holidays) the NYC Director, Director of Medical/Psychological Services, Facility Director, Critical Incident Administrator, or mental health professional may also make the decision to refer to the CMHIFL, but only in the case of an emergency (the juvenile is a danger to self or others, or is gravely disabled). Please call Adolescent Inpatient Services at 303-866-7743 to make an after-hours telephone referral for NYC committed juveniles, ages 12-17 years. For NYC committed juveniles, ages 18 – 21 years, call Adult Team I at 303-866-7532.
3. Prior to a telephone referral, NYC staff shall gather relevant identifying and clinical material to be available for the over-the-phone preassessment screening/referral to CMHIFL (see attachment A, Form 450). As part of the preassessment information, NYC shall provide to CMHIFL Admission Staff a clear understanding of their expectations for treatment goals and estimated length of hospitalization.

B. The CMHIFL may receive referrals from the following NYC facilities:

- Adams Youth Services Center, Brighton
- Gilliam Youth Services Center, Denver
- Grand Mesa Youth Services Center, Grand Junction
- Lookout Mountain Youth Services Center, Golden
- Marvin W. Foote Youth Services Center, Englewood
- Mount View Youth Services Center, Denver
- Platte Valley Youth Services Center, Greeley
- Pueblo Youth Services Center, Pueblo
- Spring Creek Youth Services Center, Colorado Springs
- Zebulon Pike Youth Services Center, Colorado Springs
- Any other NYC contracted facility as necessary

- C. Colorado Mental Health Institute at Fort Logan referrals for Medicaid eligible committed juveniles in community placements shall be made through the appropriate regional Mental Health Assessment & Services Agency (MHASA). If a NYC client in community placement is referred to CMHIFL on "voluntary" or "involuntary" 27-10 status, they will not count as part of the 6 dedicated NYC beds. If the regional MHASA does not respond to a request for an evaluation or, if there is an emergency requiring immediate hospitalization and there is a dispute regarding the inpatient services required, the NYC Director or his/her designee shall seek immediate hospitalization and pursue a final resolution with Colorado Mental Health Services within 72 hours.

- D. In the event of a disagreement regarding an admission or referral to CMHIFL, the disagreement shall be worked out at the lowest possible level between NYC mental health staff and CMHIFL Inpatient Services' Clinical Team Leaders or designees. In the event such a disagreement cannot be resolved at this level, it shall be referred to the NYC Medical/Psychological Services Director and CMHIFL Clinical Services Director for a second level of review. Finally, if a disagreement still cannot be resolved at the second level, it shall be referred to the NYC Director and CMHIFL Director.
- E. The CMHIFL adult units shall continue to serve at-risk 18 – 20 year old NYC committed juveniles needing hospitalization.
- F. The CMHIFL shall dedicate six (6) adolescent inpatient beds for NYC committed juveniles, ages 12 – 17 years. Communication regarding management of these beds shall be made between the CMHIFL Admissions Office (303-866-7031), and the NYC Medical and Psychological Services Director's office (303-866-7346).
- G. In the event that NYC is not using their six (6) dedicated beds and there is mental health center need for an additional bed, mental health centers shall be able to request the use of a NYC-allocated bed on the Adolescent Inpatient Unit. Conversely, if there are mental health center beds open on the CMHIFL Adolescent Inpatient Unit and NYC has need for an additional bed(s) over their dedicated six (6), they can request permission from the Adolescent Unit for the use of additional bed(s) as necessary. All activities regarding the bed allocations and utilization described in I.G. shall be directly communicated to designated NYC and mental health center staff.

## II. CMHIFL Admission Process

- A. The NYC committed juvenile shall be transported to the CMHIFL Admissions Office by a designated NYC staff member or qualified contractor during regular business hours. After-hours admissions shall be taken directly to the CMHIFL Inpatient Team identified in the admissions process. The completed "Executive Transfer of Patient or Inmate" form 26-1A (see attachment B) shall also accompany the NYC committed juvenile upon admission to the CMHIFL Inpatient Unit. Official signatures authorizing the transfer shall be obtained as soon as possible after the admission. At the time of transfer, NYC staff shall also follow the NYC Critical Incident reporting procedure. Accordingly, NYC staff shall notify the committed juvenile's parents of the transfer to CMHIFL.
- B. As soon as possible after the admission, the CMHIFL Admissions office staff shall, as a courtesy, inform the appropriate mental health center and/or MHASA of the committed juvenile's admission to CMHIFL.

### III. CMHIFL Clinical Services Provided

- A. **Inter-Agency Communication:** Arrangements will be made for regular and timely communication. Designated CMHIFL personnel shall contact the NYC client manager and referring mental health professional by the first working day following the admission. Designated NYC staff members shall be invited to attend and actively participate in treatment planning and reviews.
- B. **Medical Services:** Medical services provided by CMHIFL include optometry, dermatology, podiatry, dentistry, ancillary services including physical therapy, and neurology services. If off-site medical care is needed, the following protocol will be followed:
1. In the case of non-emergency situations, Dr. David Wells, NYC Medical Authority (303-866-7339), or the on-call NYC physician (303-871-1137) shall be consulted regarding medical treatment. If the medical problem requires off-site follow-up care, the NYC committed juvenile shall receive appropriate medical services to be billed to Medicaid. If the NYC committed juvenile is to be transported off-site and/or admitted to another hospital, the referring NYC facility administration shall be notified and security shall be arranged and handled by designated NYC staff or a qualified contractor as necessary.
  2. In an emergency or life-threatening situation, the NYC committed juvenile shall be taken to Porter Hospital Emergency Room or the nearest hospital as appropriate, and all services shall be billed to Medicaid.

Any off-site medical services not paid by Medicaid shall be billed directly to Division of Youth Corrections at:

Division of Youth Corrections Medical Services  
4255 South Knox Court  
Denver, CO 80236

### C. CMHIFL Evaluation, Stabilization and Treatment Services

1. CMHIFL evaluation services shall include, but not be limited to, the following:
  - a) Diagnostic clarification
  - b) Psychosocial history
  - c) Psychometric evaluation
  - d) Medication evaluation
  - e) Behavioral assessment
  - f) Academic assessment
  - g) Medical evaluation
  - h) Behavioral management plans

- i) Transition recommendations
- 2. CMHIFL stabilization and treatment services shall include, but not be limited to, the following:
  - a) A secure, locked setting
  - b) 24-hour therapeutic milieu
  - c) Structured behavioral management program
  - d) Medication management (if appropriate)
  - e) Crisis management
  - f) Individual, group and family therapy as needed
  - g) Education program
  - h) Physical education
  - i) Therapeutic recreation program
  - j) Transition planning

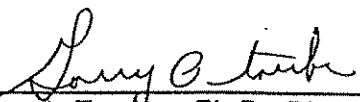
**IV. Transportation**

- A. All off-grounds transportation (including medical appointments) of NYC patients from CMHIFL shall be provided by NYC designated staff or a qualified contractor.

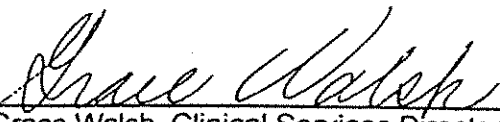
**V. Disposition and Discharge Protocol**

- A. The NYC client manager and referring mental health professional shall be informed of the NYC committed juvenile's estimated length of stay within 72 hours of admission at CMHIFL.
- B. The CMHIFL will give NYC a minimum of 24 hours notice of intent to transfer the committed juvenile back to a NYC facility or contracted program, except in the case when the NYC committed juvenile cannot be securely maintained in the CMHIFL Inpatient treatment unit.
- C. On the day of discharge, a CMHIFL discharge summary and referral form, Series 470 (see attachment C) shall be faxed to the Medical Clinic of the receiving NYC facility and will include a list of any medications required. A one-week supply of medications shall be provided by CMHIFL at discharge.
- D. Prior to, or at the time of transfer, the CMHIFL shall deliver to NYC the committed juvenile's behavioral management plans, reports of psychosocial evaluation, intervention recommendations and results of any psychological testing or pertinent consults.
- E. Transportation of the NYC committed juvenile shall be provided by NYC or a qualified contractor. The NYC committed juvenile is to be picked up at the CMHIFL Inpatient Treatment unit at a mutually agreed upon date and time.

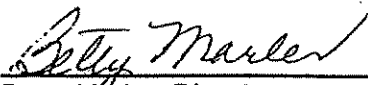
Signed:

  
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Garry A. Toerber, Ph.D., Director  
Colorado Mental Health Institute at Fort Logan


4-22-99  
Date

  
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Grace Walsh, Clinical Services Director  
Colorado Mental Health Institute at Fort Logan

4/20/99  
Date

  
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Betty Marler, Director  
Colorado Division of Youth Corrections

4/16/99  
Date

  
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John R. Befus, Director  
Medical/Psychological Services  
Colorado Division of Youth Corrections

4/16/99  
Date