

FOR YOUR INFORMATION

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AFTER HOURS PSYCH HOSPITALIZATION DISCHARGE PLANNING

When a child/youth is released from a WIC 5585 psychiatric hold by his/her treating psychiatrist, the youth must be picked up from the hospital promptly in order to ensure his/her civil rights are not violated. All efforts should be made to alert the **DCFS Discharge Planning Coordinator** at Psychhospitalization@dcfs.lacounty.gov, or alternatively **Juhn Chen, CSA I** at **(562) 345-6728** chenju@dcfs.lacounty.gov, as soon as possible when a DCFS dependent is hospitalized, in order to assist in discharge coordination and scheduling a Psych Hospital Discharge Teleconference during regular business hours.

If there is insufficient time to hold a teleconference and a CSW is notified that a child/youth will be discharging after regular business hours or during the weekend, please contact the Emergency Response Command Post (ERCP) duty supervisor to make an appropriate discharge plan at (213) 639-4500.

When a hospital discharges a child/youth outside of regular business hours, and a prior arrangement had not been made through the Hospital Discharge Planning protocol, the hospital is instructed to contact the DCFS Hotline to arrange for pick-up and placement by the ERCP. These calls will be designated as Expedited, and the child/youth will be picked up within two (2) hours. ERCP staff will consult with DMH PMRT staff if needed, as well as hospital staff to obtain the discharge and medication information.

CSWs and ERCP staff should request the following documentation from the hospital when picking a child/youth up from an inpatient psychiatric hospitalization. The list below is a guide for CSWs to use when picking up a youth on their caseload from an inpatient psychiatric hospitalization. Please note that every hospital is managed differently, therefore some hospitals will provide all of the items below and other hospitals will only provide some of the items listed. It is recommended that CSWs request the following items:

- Original prescription for 30 days of medication, including administration instructions
- A copy of the Psychotropic Medication Authorization (PMA) form (i.e., JV-220 A or JV-220 B) that was submitted to Court (if applicable), including the list of current medication(s) prescribed. The Court usually approves PMAs from acute hospital stays for the duration of the hospitalization plus a subsequent 30 days if the child/youth's medication regimen is changed. Please note that only one PMA is valid at any given time (For more information, refer to [Psychotropic Medication: Authorization, Review, and Monitoring for DCFS Supervised Children 0600-514.10](#)).
- The Discharge Aftercare plan, including any specific medical instructions and follow-up appointments.
- Health and physical assessments



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

- A copy of laboratory results (if abnormal)
- A copy of any additional testing that was completed while the youth was hospitalized (if applicable)
- A safety plan (if applicable)
- A clearance letter for returning to school
- Clothing and personal items

Please contact **DCFS Discharge Planning Coordinator** at Psychhospitalization@dcfs.lacounty.gov, or alternatively **Juhn Chen, CSA I** at (562) 345-6728 chenju@dcfs.lacounty.gov, with any further questions regarding psychiatrically hospitalized children/youth during regular business hours.



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