FOR YOUR INFORMATION

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Issue 19-20 (REV) **Date: 05/24/2024**

PSYCHIATRIC HOSPITALIZATION DISCHARGE PLANNING

All efforts should be made to alert the **DCFS Discharge Planning Coordinator** at: Psychhospitalization@dcfs.lacounty.gov as soon as possible when a child/youth is psychiatrically hospitalized, in order to initiate the scheduling of a Psychiatric Hospital Discharge Video Conference (VC). The purpose of the VC is to develop a plan regarding placement and services upon the child/youth's discharge from the hospital. The priority is given to scheduling VCs for children/youth with open court cases; however, VCs for children/youth with voluntary cases, open referrals, and nonminor dependents (NMD- consent by NMD is required) are also scheduled, but on an as needed basis. Please note, **not** all hospitals participate in this DCFS discharge planning process.

A VC is **not** required prior to hospital discharge. Therefore, when a child/youth is released from a psychiatric hold (such as a WIC 5585, WIC 5250, WIC 5270 or WIC 5350), by their treating psychiatrist, the child/youth must be picked up from the hospital promptly in order to ensure their civil rights are not violated, **independent of whether or not a VC has occurred.**

When a hospital discharges a child/youth **after** regular business hours or **during the weekend** and prior arrangements have not been previously made:

- CSW (if notified by the hospital) will reach out to the Emergency Response Command Post (ERCP) duty supervisor at (213) 639-4500 regarding the need for transportation and placement.
- If the hospital is unable to notify the CSW, the hospital will contact the DCFS Hotline to arrange for pick-up and placement by ERCP. These calls will be marked as "expedited" and the child/youth will be picked up within two (2) hours.

ERCP staff will consult with DMH PMRT staff, if needed, or with hospital staff to obtain the discharge and medication information.

When picking up a child/youth from a psychiatric hospitalization, please refer to the checklist below to serve as a reference guide for items helpful for placement and/or documentation of the child/youth's hospitalization and mental health needs. Please note, every hospital is managed differently, therefore, **not all of the below list of documents/items (when applicable) will be provided, as the practice varies amongst the hospitals.**

- Original prescription for medication (varies from 1 week to 30 days), including administration instructions
    - In the event, the hospital recommends medication but discharges without a prescription, the following are recommended options:
        - The CSW can immediately call the hospital for the prescription. If the child/youth's file is sent to medical records, this option is no longer available.

- If the child/youth is linked to an outpatient provider/psychiatrist, the child/youth should be seen by the existing provider.
- If the child/youth is not linked to an outpatient provider/psychiatrist, then the child/youth can be taken to the local Emergency Department or submit a referral to Exodus via the Referral Portal in accordance to policy (Exodus Recovery Psychiatric Urgent Care Center).

- A copy of the Psychotropic Medication Authorization (PMA) form (i.e., JV-220 A or JV-220 B) submitted to Court for approval that includes the list of current medication prescribed.
  Note: The Court usually approves PMAs from acute hospitals for the duration of the hospitalization stay, plus a subsequent 30 days upon the child/youth's discharge, if the child/youth's medication regimen is changed. Only **one** PMA is valid at any given time (For more information, refer to Psychotropic Medication: Authorization, Review, and Monitoring for DCFS Supervised Children).
- The Admission Report and Discharge Aftercare Plan, including any specific medical instructions and follow-up appointments
- Health and physical assessments
- A copy of laboratory results
- A copy of any additional testing that was completed while the youth was hospitalized
- A safety plan
- A clearance letter for returning to school
- Clothing and personal items
- A medical clearance letter for placement

For any questions or assistance, please contact the DCFS Discharge Planning Coordinator at Psychhospitalization@dcfs.lacounty.gov.