

Chapter: Mental Health Title: Psychiatric Evaluations Implements: GAP.380.8505	Effective Date: 8/15/17 Page: 1 of 4 Replaces: HSP.06.04, 3/1/15
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(a) **Standard.**

- (1) A youth receives a comprehensive evaluation by a psychiatric provider no more than 21 calendar days after initial admission to the Texas Juvenile Justice Department (TJJD) if the youth is referred for an evaluation by psychology staff or if TJJD policy requires an evaluation.
- (2) Each youth referred for a psychiatric evaluation and/or treatment after the intake process has been completed receives a comprehensive evaluation or other clinically appropriate assessment by a psychiatric provider as soon as clinically indicated but no more than 30 calendar days after the referral date.
- (3) A youth receives a comprehensive evaluation or other clinically appropriate assessment by a psychiatric provider no more than 21 calendar days after revocation or recommitment if the youth is referred for an evaluation by psychology staff or if TJJD policy requires an evaluation.

(b) **General Provisions.**

Each youth receives a comprehensive psychiatric evaluation within 21 calendar days upon initial admission to TJJD or upon admission after recommitment or revocation, if the youth:

- (1) is assigned a minimum length of stay (MLOS) of 12 months or longer, unless TJJD receives the results of a comprehensive psychiatric evaluation of the youth conducted not more than 90 days prior to admission;
- (2) is committed/recommitted under a determinate sentence, unless TJJD receives the results of a comprehensive psychiatric evaluation of the youth conducted not more than 90 days prior to admission;
- (3) has a current prescription for psychotropic medication or was prescribed psychotropic medication within the 60 days prior to admission;
- (4) is recommitted or revoked and has been out of TJJD's physical custody for 90 days or more; and/or
- (5) is referred by psychology staff upon initial admission as a result of a face-to-face mental health screening or psychological evaluation.

(c) **Procedures.**

(1) **Intake Psychiatric Evaluations.**

(A) **Youth Requiring Comprehensive Psychiatric Evaluations.**

- (i) For youth who require a comprehensive psychiatric evaluation due to an MLOS, determinate sentence commitment, or current or prior psychotropic medication prescription:
 - (I) an **intake staff member** informs infirmary staff when a youth has an MLOS of 12 months or longer or is committed under a determinate sentence; and/or
 - (II) a **nursing staff member** or **intake psychology staff member** determines during intake or during the initial health screening that a youth is currently being prescribed psychotropic medication or was prescribed psychotropic medication within the 60 days prior to admission.

- (ii) If a youth is currently on medication or has been on medication within the previous 60 days, the **nurse** schedules the youth for the evaluation.
- (iii) For youth who require comprehensive psychiatric evaluations due to the results of a mental health screening or psychological evaluation:
 - (I) a **psychology staff member** completes and submits the [Referral for Psychological/Psychiatric Services form, CCF-009](#); and
 - (II) an **infirmiry staff member** scans the CCF-009 into the electronic health record (EHR) and schedules an appointment with the psychiatric provider.

(B) **Components of Comprehensive Psychiatric Evaluations.**

The **psychiatric provider**:

- (i) performs a comprehensive evaluation that includes:
 - (I) review of the mental health screening and the psychological evaluation;
 - (II) review of the chief complaint/reason for referral;
 - (III) review of mental health and psychiatric history;
 - (IV) review of medical history;
 - (V) mental status examination, including behavioral observations;
 - (VI) diagnostic impression; and
 - (VII) recommended disposition, to include transfer to a specialized unit or appropriate mental health facility when psychiatric needs exceed the treatment capability of the agency; and
- (ii) documents the comprehensive psychiatric evaluation in the EHR.

(2) **Referrals after Intake for a Psychiatric Evaluation or Assessment.**

(A) **Initial Psychiatric Referrals.**

- (i) For youth who were not required to have a comprehensive psychiatric evaluation upon initial admission, **psychology staff** may refer the youth for an initial psychiatric evaluation at any time after the intake process has been completed.
- (ii) To initiate an initial referral for psychiatric evaluation, a **psychology staff member** completes a CCF-009, which includes a description of the problem and/or rationale for the referral, prior interventions implemented, and urgency of the request. A **psychology staff member** also completes a [Psychiatric Symptom Checklist, CCF-515](#). If indicated by the psychiatric provider, a **teacher** completes an [ADHD Rating Scale, CCF-514](#).
- (iii) An **infirmiry staff member** scans the CCF-009 and CCF-515, as well as the CCF-514, if applicable, into the EHR and schedules an appointment with the psychiatric provider.
- (iv) The **psychiatric provider** conducts a comprehensive evaluation as soon as indicated but no more than 30 calendar days after the referral.

(B) **Re-Referrals for a Psychiatric Evaluation.**

- (i) For youth who were previously on the psychiatric caseload, **psychology staff** or the **TJJD case manager** may re-refer the youth for a psychiatric evaluation or consultation.
- (ii) To initiate the re-referral, **psychology staff** or the **TJJD case manager** implements the steps outlined in (2)(A)(ii).

- (iii) An **infirmiry staff member** scans the [CCF-009](#) and [CCF-515](#), as well as the [CCF-514](#), if applicable, into the EHR and schedules an appointment with the psychiatric provider.
- (iv) The **psychiatric provider** conducts a comprehensive evaluation or other clinically appropriate psychiatric assessment as soon as indicated but no more than 30 calendar days after the referral.

(3) **Psychiatric Evaluation or Assessment of Youth who are Recommitted or Revoked.**

- (A) An **intake staff member** informs infirmiry staff if any of the criteria in (b)(1) – (b)(4) are present to ensure a comprehensive psychiatric evaluation is conducted within 21 days after a youth's arrival on recommitment or revocation.
- (B) If the criteria in (b)(1) – (b)(4) are not present, the **psychiatric provider** conducts a clinically appropriate psychiatric assessment (in person or via telehealth) within 21 days after a youth's arrival on recommitment or revocation if:
 - (i) the youth has received TJJJ psychiatric services within the 90 days prior to recommitment or revocation and has not left TJJJ's physical custody during that time; and/or
 - (ii) the youth is referred by psychology staff at the time of recommitment or revocation and was previously on the psychiatric caseload.

Note: If a youth was never on the psychiatric caseload, the youth receives a comprehensive psychiatric evaluation.

- (C) To initiate a referral for a youth when the criteria in (b)(1) – (b)(4) are not present:
 - (i) **psychology staff:**
 - (I) makes the referral for psychiatric services following a face-to-face mental health screening or psychological evaluation of the youth; and
 - (II) implements the steps outlined in (2)(A)(ii); and
 - (ii) an **infirmiry staff member** scans the CCF-009 and CCF-515, as well as the CCF-514, if applicable, into the EHR and schedules an appointment with the psychiatric provider.

(4) **Recommitment and Revocation Grid.**

The table below (which can also be found as part of a larger table in [CMS.01.29](#)) shows when a psychiatric evaluation or assessment is required for youth who are recommitted or revoked. Justifications for exceptions must be documented in the EHR.

	Multiple Commitments			Revocation		
	Determinate	Indeterminate			Less than 90 days out of TJJJ secure facility	90 or more days out of TJJJ secure facility
		Youth in secure facility	Less than 90 days out of TJJJ secure facility	90 or more days out of TJJJ secure facility		
Comprehensive Psychiatric Evaluation	X (Not required if one was completed in last 90 days)	X	X	X	X	X
		(Required only if: <ul style="list-style-type: none"> the new MLOS is 12 months or longer, unless an evaluation was completed in the last 90 days; OR the youth has a current prescription for psychotropic medication or was prescribed psychotropic medication within the 60 days prior to admission; OR a psychologist recommends it. Note: a psychiatrist determines whether the youth will receive a comprehensive evaluation or other appropriate psychiatric assessment, if that youth was previously on the psychiatric caseload. If the youth was not previously on the psychiatric caseload, a comprehensive psychiatric evaluation is required.) 				
		(Required only if: <ul style="list-style-type: none"> the youth has a current prescription for psychotropic medication or was prescribed psychotropic medication within the 60 days prior to admission; OR a psychologist recommends it. Note: a psychiatrist determines whether the youth will receive a comprehensive evaluation or other appropriate psychiatric assessment, if that youth was previously on the psychiatric caseload. If the youth was not previously on the psychiatric caseload, a comprehensive psychiatric evaluation is required.) 				