

# Children's Long-Term Inpatient Program Requirements (DBHR)

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The Children's Long-Term Inpatient Program (CLIP) is provided under contract with DBHR. For more information, go to <http://www.clipadministration.org/>

The following requirements apply to hospitals and Evaluation and Treatment (E&T) facilities:

- **Referral to CLIP:** When the court determines that a 180-day commitment to inpatient care in a state-funded facility is necessary for a juvenile, the committing hospital or E&T facility must notify the CLIP Administration of the court's decision *by the end of the next working day following the court's decision.* (RCW 71.34.) Once the Committee is notified, authorization for additional care can be issued by the appropriate DBHR designee (see DBHR designee flow chart at the end of this document.)

When a hospital or E&T receives a youth for CLIP, they are expected to supply information as specified in the information requirements in the children's long-term inpatient care referral packet.

HRSA will not reimburse for services provided in a juvenile detention facility.

- ✓ **Initial Notification:** The committing hospital or E&T must notify the CLIP Administration by the end of the next working day of the 180-day court commitment to state-funded long-term inpatient care.

The following information is expected:

- Referring staff, organization and telephone number.
  - Consumer's first name and date of birth.
  - Beginning date of 180-day commitment and initial detention date.
  - Youth's county of residence.
- ✓ **Discharge Summary and Review of Admissions:** Within two weeks of transfer from the hospital or E&T to a CLIP facility, a copy of the completed discharge summary must be submitted to the CLIP Administration and to the facility where the child is receiving treatment. *All referral materials* should be sent to the CLIP Administration at the following address:

**CHILDREN'S LONG-TERM INPATIENT PROGRAM (CLIP)**  
**2940 Westlake Ave N #301**  
**SEATTLE WA 98109**  
**(206) 588-2985**

Under the conditions of the At Risk/Runaway Youth Act, as defined in chapter 71.34 RCW, hospitals must provide the DBHR designee access to review the care of any minor (regardless of source of payment) who has been admitted upon application of his/her parent or legal guardian. For the purposes of the Review of Admissions, all information requested must be made available to the DBHR designee. The DBHR designee must document in writing any subsequent determination of continued need for care. A copy of the determination must be in the minor's hospital record.

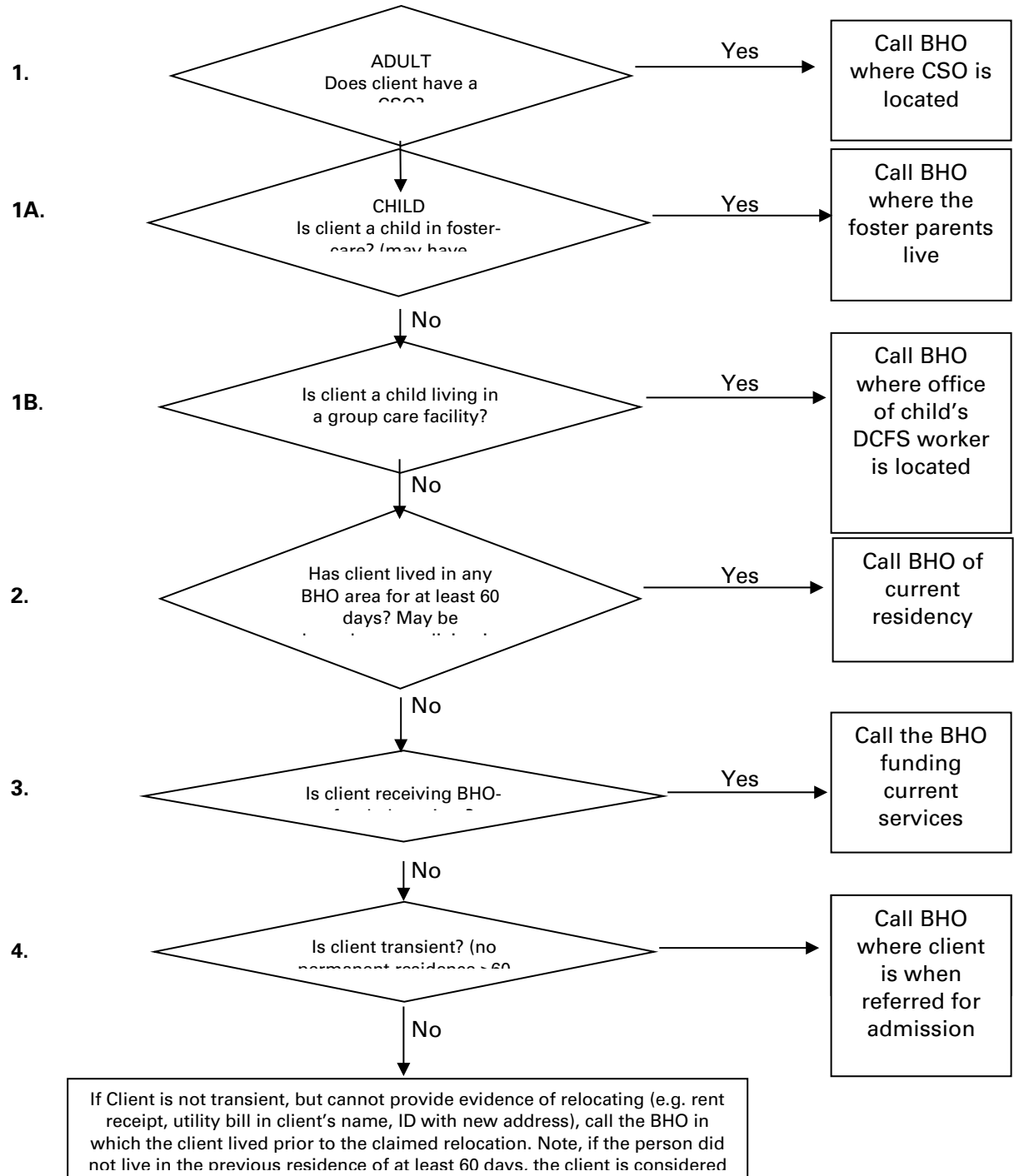
- ✓ **Referral Packet:** A referral packet concerning the ITA committed youth must be submitted to the CLIP Administration within five (5) working days of telephone notification for the 180-day commitment. If the child is transferred to another facility for an interim placement until CLIP care is available, the referral packet must accompany the child. The following items are required components of the referral packet:
  - A certified copy of the court order: 180-day commitment petition with supporting affidavits from a physician and the psychiatrist or a children's mental health specialist.
  - A diagnosis by a Psychiatrist including all levels of functional impairment as related to the current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association
  - An admission evaluation including:
    - ✓ Medical evaluation
    - ✓ Psychosocial evaluation
  - The hospital or E&T record face sheet
  - Other information about medical status including:
    - ✓ Laboratory work
    - ✓ Medication records
    - ✓ Consultation reports
  - Outline of entire treatment history
  - All transfer summaries from other hospitals or E&Ts where the child has been admitted during current commitment as well as all discharge summaries from any prior hospitalization or E&T.
  - A brief summary of youth's progress in treatment to date including inpatient course, family involvement, special treatment needs, and recommendations for long-term treatment/assignment.
- ✓ **Submitting Other Background Information for CLIP referrals:**

During the 20 days following the 180-day commitment hearing, the committing hospital or E&T must arrange to have the following background information submitted to the CLIP Administration. This information should be submitted prior to admission to the CLIP program.

- Written formulation/recommendation of the local intersystem team responsible for the adolescent's long-term treatment plan should include family's involvement, and detail of treatment history, as well as less restrictive options being considered.
  - DSHS case records, including placement history form, ISPs, court orders, etc. Include legal history regarding juvenile arrests, convictions, probation/parole status
  - Complete records from all hospitalizations or other inpatient care, including admission and discharge summaries, treatment plans, social history evaluations, consultations, and all other assessments (do not include daily progress notes.)
  - Treatment summaries and evaluations from all foster or residential placements and all day treatment and outpatient treatment summaries.
  - If not contained in other documents, a comprehensive social history, including developmental and family history.
  - School records, including special services assessments, transcripts, psychological evaluations, current IEP, current level of functioning.
  - Immunization record, copy of social security card and birth certificate.
- ✓ **Inter-facility Transfer Reports**

When an youth who has been involuntarily detained is transferred from one facility to another, an inter-facility or hospital transfer report detailing the adolescent's current medical, psychiatric, and legal status (in terms of both ITA commitment and custody) must accompany that child as well as a certified copy of the court order.

# DBHR Designee Flow Chart –





**SBHO CLIP Admission Procedure**

To access CLIP services the following procedures apply.

**1. Voluntary Admissions Process**

Action By	Action
SBHO CLIP Coordinator (Kitsap County only (360-405-4010). Clallam and Jefferson Counties, contact SBHO Children's Manager. 360-337-4500.	Receives the CLIP application, supporting documentation, and schedules a meeting of the local Community Resource Team, made up of members of the child serving system and families. Provides the application material for review by the Community Resource Team within 30 days of completed application.
Community Resource Team	Reviews the application and explores less restrictive alternatives available in the community, in making the determination for CLIP approval. Recommendations are provided to the CLIP Coordinator to communicate to the child/youth family. <ul style="list-style-type: none"> <li>• If the CLIP application is approved, the coordinator submits the application to the state CLIP Administration for consideration.</li> <li>• If the CLIP application is denied, the coordinator provides a written notice with an explanation, recommendations, and timeframes for another review.</li> </ul>
CLIP Administration State Committee	Approves or denies the SBHO CLIP application, forwards their decision to the SBHO CLIP Coordinator for transitional case management.
SBHO CLIP Coordinator	Coordinates the CLIP placement, liaisons with the family, and oversees continued certification while the child/youth is on the waiting list (prior to admission). Addresses any local issues the CLIP Administration identifies.

**2. Involuntary Admissions Process**

Action By	Action
DMHP	Detains an adolescent under the Involuntary Treatment Act for 72 hours to an acute psychiatric facility.
Inpatient Facility and the Court	Determines the continued medical necessity for inpatient care, and if warranted orders a 14-day detention
Inpatient Facility and the Court	Following the 14-day hold, determines if 180-day inpatient care is warranted and petitions for a 180-day hold. Notifies the CLIP Administration of the 180-day order and the local SBHO CLIP Coordinator. <ul style="list-style-type: none"> <li>• If the adolescent is discharged on 180-day LRA, the inpatient facility or SBHO CLIP Coordinator will notify the CLIP Administration Coordinator.</li> </ul>
SBHO CLIP Coordinator	Coordinates the CLIP placement, liaisons with the family, and oversees the ITA documentation (i.e. the 5 day packet) child/youth is on the waiting list (prior to admission). Addresses any local issues the CLIP Administration identifies.