

SAN MATEO COUNTY  
MENTAL HEALTH SERVICES DIVISION

DATE: October 20, 1992

MENTAL HEALTH POLICY NO.: 92-12

SUBJECT: Psychiatric Utilization Management Committee

AUTHORITY: Divisional

SUPERSEDES: Policy of 4/89 (Psychiatric Administrative Day Committee);  
Mental Health Policy No. 91-06

ATTACHMENT: IMD and State Hospital Placement and Review Protocol

PURPOSE:

To promote utilization of all County and contracted inpatient (acute, IMD and State) resources in the most efficient and effective manner, the committee will:

- Monitor San Mateo General Hospital acute psychiatric unit discharge planning
- Authorize the use of all IMD facility beds and supplemental funding.
- Make recommendations concerning the use of State hospital beds.

PROCEDURE:

1. The committee is composed of the following:

Psychiatric Discharge Planner, SMGH Utilization Review Coordinator, Nurse Managers from 1AS and 2N, representatives from Mental Health Regions, representatives from Aging and Adult Services, Patient Admissions Coordinator – Cordilleras or designee, Elder Mental Health Outreach Team member, Crystal Springs Rehabilitation Center representative, Mental Health Services Adult Program Manager, medical Director 2N, SB155 Coordinator, and Representative from Conservatorship Investigation.

Ad Hoc members will be invited to attend to discuss specific patients. These members may include therapist, case managers and conservators. The mental health Director and the medical Director as well as the Hospital Administrator and Aging and Adult Services Director will attend at their own or the Chairperson's request.

2. The committee will meet weekly; the chairperson is appointed by the Mental Health Director.

3. Tasks:

Monitor discharge planning of all psychiatric patients on administrative days or those who are about to be placed on administrative days, with special attention paid to those patients identified on admission as presenting obstacles to prompt placement.

Review with therapist and case manager barriers to discharge of patients currently on administrative days.

Make discharge recommendations for patients presenting placement problems.

Report unresolved placement issues and recommendations to the Mental Health Director, the Medical Director of Mental Health, the Director of Hospitals and Clinics, and the Director of Aging and Adult Services.

Make recommendations on specific patient dispositions and/or systems interventions, with emphasis on the feasibility of suggested placement options.

Approved: \_\_\_\_\_  
Gale Bataille, Director  
Mental Health Services Division