



Policy Number:	92-02
Policy Name:	Admission Policy for Clients with Criminal Justice Involvement
Authority:	Divisional
Original Policy Date:	May 21, 1992 Effective Date: 05/21/92
Supersedes:	N/A
Policy Last Revised:	N/A
Attachments:	A. Admission Form, Patients with Criminal Justice Involvement

PURPOSE

To establish a pre-admission procedure for review and approval of clients with current involvement in the criminal justice system who are referred to Cordilleras Center/Telecare.

POLICY

Cordilleras Center/Telecare is staffed at a skilled nursing level and is sometimes not appropriate for certain clients involved in the criminal justice system who may require special security.

Accordingly, screening of such as patients who can be OR'd will be reviewed and approved using the following procedure:

1. The client must be approved for admission to an IMD by applicable San Mateo County Mental Health staff.
2. The supervisor of Forensic Services of the Mental Health Services Division (or his designee) must approve admission after review of the client's criminal records.
3. Prior to acceptance and placement, the approval of the Cordilleras Center/Telecare Medical Director and Administrator is required.
4. A Cordilleras Criminal Justice Admission Form (attached) must be completed and properly initialed for each client.
5. A copy of the completed form must be sent by Cordilleras to the Mental Health Director, the Chief of Forensic Services and The Cordilleras Monitor.
6. The admissions Coordinator for cordilleras will obtain the proper approvals and insure that all of the above steps are followed.



SIGNATURES

Approved: _____ *Signature on File*
 Gale Bataille, Director
 Mental Health Services Division

REVISION HISTORY

Date of Revision	Type of Revision	Revision Description