

# CONNECTICUT VALLEY HOSPITAL

## OPERATIONAL PROCEDURE MANUAL

<b>SECTION I:</b>	<b>PATIENT FOCUSED FUNCTIONS</b>
<b>CHAPTER 2:</b>	Continuum of Care
<b>PROCEDURE 2.32:</b>	<b>Admission of Patients</b>
<b>REVISED:</b>	11/97; 02/01/07; 02/03/09; 08/10/15; 02/18
<b>Governing Body Approval:</b>	08/13/15; 04/18

**PURPOSE:** To deliver patient care in a seamless system of services.

### **PROCEDURE:**

Each of the two Divisions of Connecticut Valley Hospital (CVH), General Psychiatry and Addiction Services, has division-specific admission procedures which address:

- a. Pre-admission screening;
- b. Eligibility criteria for admission;
- c. Admission assessment; and
- d. Family and patient education.

Manuals which expand upon the specific procedures of each Division are located on each Unit within their respective Division.

1. *General Psychiatry Division (GPD):*

Patients are referred by a Local Mental Health Authority (LMHA) and screened through the Admission Office. Access to available beds is coordinated through the state-wide utilization management process.

2. *Addiction Services Division (ASD):*

There are four avenues of entry for clients.

- a. Voluntary admissions can be self-referred or referred through other human services agencies;
- b. Court referred clients are clients who have been screened by the DMHAS Court Liaison system and approved by the court to receive treatment in lieu of other legal consequences;
- c. Court committed clients are admitted via a state Superior Court; and
- d. Clients can also be admitted under a five-day Physician's Emergency Certificate if they are judged to be a danger to themselves or others.