



Mayor Gavin Newsom

DESIGNATION AGREEMENT BETWEEN
THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
COMMUNITY BEHAVIORAL HEALTH SERVICES ("CBHS")

AND

EDGEWOOD CENTER
("DESIGNATED FACILITY")

I. INTENT OF AGREEMENT

This agreement between Community Behavioral Health Services (CBHS), and the Designated Facility, approved as a 23 hour and 59 minute Crisis Stabilization Unit for children and youth aged 6-17 pursuant to California Welfare and Institutions Code (WIC) Section 5151, identifies the duties and responsibilities of the Designated Facility for serving individuals who require acute inpatient psychiatric care.

This Agreement is not intended to purchase services by CBHS from the Designated Facility. If a Designated Facility is to be a network provider for CBHS, then the Designated Facility will be provided a separate contract, and in case of a conflict between this Agreement and the terms of any provider contract entered into by CBHS and Designated Facility for purposes of providing crisis stabilization unit, then the contract terms shall govern.

II. RESPONSIBILITIES OF CBHS

1. CBHS will authorize and designate qualified professional staff of a Designated Facility, who have attended a CBHS sponsored WIC 5150/5585 training session, to complete preadmission assessments/evaluations and to initiate Applications for 72-Hour Detentions for Evaluation and Treatment.
2. Designated Facility Emergency Rooms are required to notify the Mobile Crisis Team for adults and Comprehensive Child Crisis Services for children (0-18 years) so that they can provide on-site consultation, evaluation, and assistance with disposition of San Francisco indigent residents and San Francisco MediCal beneficiaries.
3. CBHS has designated Patients' Rights Advocacy Services, Inc. ("PRAS") as the county patients' rights advocate pursuant to Welfare & Institutions Code Section 5500 et seq. The Designated Facility shall comply with all applicable laws and CBHS Policy #3.11-2 (including any revisions thereafter adopted) relating to access by PRAS to the Designated Facility premises and staff, and to mental health patients and their records.
4. The Director of Quality Management for CBHS is responsible for the overall coordination of this agreement.

III. RESPONSIBILITIES OF A DESIGNATED FACILITY

1. ~~The Designated Facility must comply with applicable constitutional, statutory, regulatory, and decisional law including but not limited to California Welfare and Institutions Code Section 5000 et. seq.,~~ the requirements set forth in California Code of Regulations, Title 9, Sections 663, 821-829 and 835-868, the requirements of Titles 22 and 24 of the California Code of Regulations, and applicable CBHS Policies and Procedures.
2. The Designated Facility shall maintain 24-hour, 7-day a week admission capability. A physician shall be on call at all times for the provision of those Crisis Stabilization Services which can only be provided by a physician. There shall be a minimum of one Registered Nurse, Psychiatric Technician, or Licensed Vocational Nurse on site at all times clients are present. At a minimum there shall be a ratio of at least one licensed mental health or waived/registered professional on site for each four beneficiaries or other patients receiving Crisis Stabilization at any given time (WIC 1840. 348)
3. Designated facilities are responsible for arranging and paying for necessary transportation. The Mobile Crisis Team does not provide transportation services. The San Francisco Police Department (911) is to be called only when a situation impends serious bodily harm, or is life-threatening, or a weapon is being used.
4. Comprehensive Child Crisis shall be notified of all child and adolescent admissions.
5. When Psychiatric Emergency Services at San Francisco General Hospital ("PES") is on diversion status, the Designated Facility (CSU) will accept all patients for whom an Application for 72-Hour Detention for Evaluation and Treatment has been written for whom can be safely maintained in an unlocked setting. When the Designated Facility reaches capacity as a result of accepting additional involuntary patients due to PES diversion, it may also go on diversion according to the procedures as outlined in the San Francisco Emergency Medical Services Agency, Psychiatric Diversion Policy #8012 (see Attachment A). In the event that multiple Designated Facilities are on diversion, the San Francisco Emergency Medical Services Agency may suspend psychiatric diversion if it is determined to be a danger to public health and safety as outlined in the Psychiatric Diversion Policy #8012.
7. When PES at San Francisco General Hospital is on diversion, police transports to Alternate Psychiatric Receiving Hospitals are managed by the "PES Pre-Diversion Policy."
8. No mental health employee from any Designated Facility shall interfere with the performance of duties of a peace officer or other person designated to have the power to initiate a 5150 hold under the terms of this provision. No peace officer or other designated person shall be forbidden to transport the individual to Designated Facility or be detained any longer than is necessary to effect a safe and orderly transfer of physical custody of the individual. Nothing in this policy is intended to relieve the facility of its obligations to comply with laws requiring the treatment of patients under emergency circumstances.
9. The Designated Facility shall maintain 24-Hour, 7 day a week assessment, evaluation, referral, and treatment capabilities.
10. Children and Youth admitted to a Designated Facility under the provisions of Section 5585.50

shall receive a clinical evaluation consisting of multidisciplinary professional analyses of the minor's medical, psychological, developmental, educational, social, financial, and legal conditions as may appear to constitute a problem. This evaluation shall include a psychosocial evaluation of the family or living environment, or both. Persons providing evaluation services shall be properly qualified professionals with training or supervised experience, or both, in the diagnosis and treatment of minors. Every effort shall be made to involve the minor's parent or legal guardian in the clinical evaluation.

11. The Designated Facility shall comply with City policies and procedures regarding constitutional, statutory, regulatory, and decisional law, including, but not limited to California Welfare and Institutions Code Section 5325 and 532.1 and Title 9, California Code of Regulations, Section 860-868. In the event of any conflict between City policy or procedure, or the custom or practice in a Designated Facility, applicable laws shall prevail.
12. At the time that an individual is taken into custody in the community or at the Designated Facility pursuant to Section WIC 5150/5585, the peace officer or professional person designated by CBHS for this purpose (see CBHS Policy 3.07-2, including any revisions thereafter adopted) shall complete the oral Detainment Advisement on the Application for 72-Hour Detention for Evaluation and Treatment (MH 302) and shall indicate on the Application whether or not the oral Detainment Advisement has been completed. In addition, each individual admitted to the Designated Facility shall be given written and oral information as required in California Welfare Institutions Code, Section 5157 and a written advisement will be completed. (MH 303 E/S). Documentation of the written advisement shall be completed by appropriate facility staff.
13. Only a board eligible or board certified psychiatrist, a licensed psychologist or a psychiatric nurse practitioner under the supervision of a board certified psychiatrist may revoke an involuntary detention pursuant to Welfare & Institutions Code Section 5150/5585.
14. The Designated Facility shall participate in CBHS quality improvement activities as set forth in CBHS Policy #3.08-11 (including any revisions thereafter adopted).
15. The Designated Facility shall appoint a representative with clinical administration responsibilities as a liaison to CBHS on issues related to its role as a Designated Facility.
16. The Designated Facility shall participate in regular CBHS program reviews to determine whether the Designated Facility is complying with the terms of this Agreement.
17. No individual will be held in a Designated Facility against his/her wishes unless he/she meets the criteria for the appropriate involuntary detention has been completed. At such time as an individual no longer meets the criteria for involuntary detention, he/she shall be provided evaluation, crisis intervention, or outpatient services on a voluntary basis. At the time of voluntary admission to the Designated Facility services shall be provided pursuant to California Welfare and Institutions Code Section 6000 *et. seq.*, and related provisions of Title 9, California Code of Regulations and all other applicable law.
18. Title 9, California Code of Regulations, Sections 850-857 requires that no patient admitted on a voluntary basis be treated with anti-psychotic medication(s) as defined by regulation until he/she has been informed of his or her right to accept or refuse such medication(s) and has consented to the administration of such medication(s). The Designated Facility is required to maintain a written record of the decision to consent to such medication. "Emergencies", as

defined by Title 9, California Code of Regulations, Section 853 and WIC 5008 (m) are the only exceptions to the mandate of informed consent.

The California Welfare and Institutions Code Sections 5332 et. seq. govern the procedures that providers must follow with respect to the provision of psychotropic medications to involuntarily detained patients. These procedures require, among other things, that providers give the patient information regarding the medications, inform them of their right to refuse such medications, and, absent an emergency, obtain a determination of incapacity before providing such medications to patients who refuse. The Designated Facility shall comply with the provisions of this law.

19. Pursuant to California Welfare and Institutions Code Section 5585.57, a written Aftercare Plan must be completed upon discharge for each County-funded patient.
20. The Designated Facility shall submit monthly and quarterly reports as required by CBHS within 30 days after the end of the report period in accordance with Title 9, California Code of Regulations, Section 866 and CBHS Policy #3.11-1 (including any revisions thereafter adopted).
21. The Designated Facility shall report Quality of Care issues and comply with CBHS Policy #1.04-4.
22. The Designated Facility will notify CBHS Quality Management by fax immediately of any suicide, homicide, or incident of sex abuse involving a psychiatric patient at the designated facility regardless of which county/HMO has authorized the admission.
23. The Designated Facility will maintain a physical environment to ensure the safety of recipients of mental health services.

IV. REVOCATION

Failure to comply with requirements as outlined in this Agreement may result in revocation of the facility's designation.

V. TERM

This Agreement supersedes all prior agreements, and is in effect from the date of execution until cancellation by either party. No payment by the City and County of San Francisco will be made to said facilities for implementation of the terms of this Agreement. Thirty days notice from either party is required to cancel this Agreement, unless exigent/emergent circumstances exist, as determined by the Director of Community Behavioral Health Services in his or her sole discretion, which would warrant temporary suspension or cancellation of the agreement. If either party cancels this agreement, the Facility will be deemed to no longer be a Designated Facility under Welfare and Institutions Code Section 5000, et. seq.

Director,
Community Behavioral Health Services

Signature

Date

Edgewood Center

Designated Facility
Division of Mental Health Services

Dail

Signature

9/22/14

Date