

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure the provision of psychological evaluation(s) for open individuals when clinical need mandates.

III. DEFINITIONS:

- A. Psychological Evaluation: A comprehensive evaluation which includes the utilization of standardized psychological tests by psychologists (fully licensed, limited licensed, temporary limited licensed who is under the supervision of a fully licensed psychologist). Services may include tests measuring intelligence, achievement, development, language functioning, behavioral health/addictions, clinical signs/symptoms and maladaptive behavior. The practitioner must be credentialed.

IV. STANDARDS:

- A. When it is determined that a psychological evaluation is required for a specified reason (as defined in Service Protocol for Psychological Testing and Evaluation) and has been determined to meet medical necessity criteria, the primary case holder will contact Assisted Division Director for review and approval to request that an evaluation be completed.
- B. The first option of the SCCCMHA system will be to utilize direct service psychologists for adolescents who will be turning eighteen years of age. The Program Director shall maintain the right to approve all contracts with external psychologists when contracting out for external/psychological services if necessary. For ADULTS, the Assistant Division Director will link the primary case holder with the primary staff contact for the contract agency providing psychological testing if the request is approved. In specific instances (i.e., insurance needs, OBRA requests), the Assistant Division Director may request the evaluation to be completed by internal staff.

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- C. Evaluations will be prioritized based on clinical need, requirements of auditing bodies, or as court ordered. For guardianships, the courts require an evaluation completed within the last 12 months.
- D. Individuals who receive a psychological evaluation may request a copy; however, such requests can be denied only if a valid clinical reason is provided.
- E. SCCCMHA will utilize any psychological assessment that requires a psychologist to administer (examples include but are not limited to Wechsler IQ Scale, Vineland, ABAS, TONI).
- F. **For guardianship only** - If someone has private insurance and their insurance will not cover the cost for a psychological evaluation, SCCCMHA will offer the psychological evaluation for a fee of the posted rate.

V. PROCEDURES:

Primary Case holder (Adult and Children)

- 1. Discusses with team members and determines need for a psychological evaluation / testing (e.g., to obtain I.Q., adaptive behavior, etc.) Documents in the clinical record the justification of the need for psychological evaluation, including the purpose for testing and the planned use of the results. See Service Protocol for Psychological Testing and Evaluation/Level I Service.
- 2. Consults with children's supervisor, and if approved makes the referral to psychologist and psychologist's supervisor, for CHILDREN evaluations. For adults, case holder consults with supervisor and if approved makes request to Assistant Division Director.
- 3. Completes an amendment to the Individual Plan of Service in order to authorize a psychological assessment to be completed.

Psychologist (Direct and Contract Agencies)

- 4. Accepts referral and completes in timely manner.
- 5. Links with primary children case holder when child's evaluation is completed (report is available in Oasis). For adults, sends report back to CMH contact person for distribution to primary adult case holder.

Primary Case holder (Adult and Children)

- 6. Psychological assessment is located in Oasis and it contains the person/persons administering the tests, the tests administered, and the results of the tests as well as the service recommendations. All pre-testing interviews and post testing activities (scoring, interpretation, report writing) are included in these services. ADULT case holders assure received report is submitted for scanning.

VI. REFERENCES:

- A. Service Protocols

VII. EXHIBITS:

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None Available

VIII. REVISION HISTORY:

Dates issues 04/90, 04/92, 07/94, 09/97, 08/99, 09/01, 09/03, 08/05, 08/07, 08/09, 10/11, 01/13, 05/14, 09/15, 09/16, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22.