

**PROGRAM OPERATIONS  
DIRECTIVE # 7.0**

**SUBJECT:** Harbor Oaks Hospital Specialized Inpatient Pediatric Unit

**ISSUED:** 3-2-2017

**PURPOSE:** To clarify expectations and procedures for admittance to the Harbor Oaks Hospital Specialized Inpatient Pediatric Unit.

**POPULATION:** Children's

**REQUIREMENTS:**

- A. If there is a direct referral to the Harbor Oaks Hospital Specialized Inpatient Pediatric Unit from operations, the treatment team will meet and complete a case consultation form documenting rationale for placement, what services have been tried, and if there is anything that will be required of the family prior to admission. Input from the current prescriber is also needed, including their recommendation on the placement.
1. The primary case holder will present the document to the Medical Director.
  2. The Medical Director and/or the Children's Assistant Division Director will notify Access if the placement is approved.
  3. If approval is given, the primary caseholder will consult with Harbor Oaks Hospital daily to monitor the status of the child. If the child remains in the unit greater than seven (7) days, a face-to-face visit is required to ensure the child continues to meet medical necessity for this level of care.
  4. Primary case holder will keep the Clinical Director and/or Children's Assistant Division Director updated daily on the status of the child.
- B. When there is a request from Harbor Oaks Hospital Specialized Inpatient Pediatric Unit, Access will contact the Children's Assistant Division Director, Clinical Director, or the Children's Supervisor on coverage.
1. The Children's Assistant Division Director, Clinical Director, or the supervisor on coverage will send a clinician from the Children's Division or the Mobile Crisis Unit to assess the child and consult with Harbor Oaks Hospital staff.
  2. The clinician will consult with the Children's Assistant Division Director, Clinical Director, or the supervisor on coverage.
  3. The Children's Assistant Division Director, Clinical Director, or the supervisor on coverage will meet with the Medical Director to make a recommendation as to whether or not hospitalization is indicated in the specialty unit.
  4. The Children's Assistant Division Director, Clinical Director, and/or the Medical Director will instruct Access to approve or deny the request.
  5. If approval is given, the primary caseholder will consult with Harbor Oaks Hospital daily to monitor the status of the child. If the child remains in the unit greater than seven (7) days, a face-to-face visit is required to ensure the child continues to meet medical necessity for this level of care.
  6. Primary case holder will keep the Clinical Director and/or Children's Assistant Division Director updated daily on the status of the child.