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To: Community Mental Health Center Child and Youth Director/Designee

From: Connie Cahalan, Department of Mental Health and Division of Behavioral Health

Date: March 12, 2014

Re: Psychiatric evaluation in Hawthorn/Cottonwood residential treatment referrals

There is now an alternative procedure to submitting a psychiatric evaluation when making a referral to Hawthorn and Cottonwood Residential Treatment Centers. This procedure will go into effect March 7, 2014 and is described below.

Please find the "Statement of Need for Hawthorn/Cottonwood Residential Services" form attached. In the event a psychiatric evaluation has not been completed in the last thirty days or was completed over six months ago, this standardized form can be completed when referring a child to residential care at either Hawthorn or Cottonwood residential services. This form can be submitted in lieu of the requirement for a psychiatric evaluation completed within six months.

The form, "Statement of Need for Hawthorn/Cottonwood Residential Services":

- 1.) Replaces the requirement of an addendum signed by a psychiatrist when evaluation is over 30 days
- 2.) Replaces the requirement of a psychiatric evaluation completed within six months
- 3.) Provides information about the acuity of the child's current psychiatric condition and states residential placement is clinically necessary.

Important note:

A Licensed Qualified Mental Health Professional completes this form when initiating a referral for residential care either at Hawthorn or at Cottonwood, and along with this form should submit a copy of the most recent psychiatric evaluation (even if the evaluation was completed over six months prior to the referral) and the last three psychiatric progress notes/medical notes.

Should you have any questions, please feel free to contact the Chief of Children's Community Operations in your region. Thank you for your attention to this new procedure.