

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD
POLICY AND PROCEDURE

DATE: August 28, 2024

Professional Assessments & Tests.P2

RESCINDS: July 25, 2012

CATEGORY: Client Services

SUBJECT: Professional Assessments and Tests

POLICY: It is the policy of Copper Country Mental Health Services Board (CCMHS) to conduct biopsychosocial and other professional assessments or tests for the purposes of determining level of functioning and treatment needs and to recommend a course of treatment for those individuals requiring or desiring such assessments. Assessments will be conducted by qualified individuals who have the appropriate credentials and have privileges to perform such assessments by the Agency.

PURPOSE: The purpose of this policy is to ensure adherence to applicable rules, regulations and standards in regard to the provision of professional assessments or tests for persons receiving services from the Agency.

PROCEDURE:

I. BIOPSYCHOSOCIAL ASSESSMENT

A. The Biopsychosocial Assessment will be completed at admission and updated annually for individuals receiving treatment and/or support services from the Agency. The annual assessment needs to be completed prior to the Individual Plan of Service (IPOS). This assessment will be completed according to an Agency approved format and will include at a minimum:

1. A relevant history;
2. Information on previous services and supports;
3. Assessment of need for food, shelter, clothing, health care, employment services, educational services, legal services, personal safety strategies, recreational services and transportation.

II. CASE MANAGEMENT/SUPPORTS COORDINATOR ROLE

- A. The Case Manager/Supports Coordinator will discuss the need/desire for other professional assessments or tests with the person served and other relevant individuals. The need for a professional assessment may occur at any time; however, the need/desire for assessments will be discussed at least annually (in preparation for the person's annual planning meeting) with the person served.
- B. The Case Manager/Supports Coordinator will arrange for the needed/desired assessments or tests to be conducted by an individual qualified to perform such assessments.

III. OTHER PROFESSIONAL ASSESSMENTS

- A. An annual Health Care Appraisal or Nursing Assessment must be conducted by an MD or RN for those individuals who reside in adult foster care facilities.

- B. Occupational Therapy, Nursing, Physical Therapy, Nutritional and Speech/Language Assessments must be ordered by a physician.
- C. An assessment done in preparation for an individual's planning meeting should be completed at least three (3) working days prior to the meeting.
- D. The assessments will be completed according to Agency-approved formats and will determine the person's level of functioning, need for treatment/services and will recommend a course of treatment.
- E. Assessments are either scanned, uploaded, or directly entered into the person's served electronic medical record in the applicable area.

CROSS REFERENCE:

N/A