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# Clark County Regional Support Network Policy Statement

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**Policy No.:** CM06  
**Policy Title:** Requests for Intensive Element of Care Assessments  
**Effective Date:** July 1, 2002

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**Policy:** Changes in element of care to a higher element of care outside or above the initial authorization must be authorized by the Clark County Regional Support Network (CCRSN). Requests for an intensive element of care referral must be authorized by a CCRSN Care Manager before intensive services can be provided to children and adolescents. A Clark County Crisis Child Mental Health Specialist will assist the CCRSN Care Managers by completing a brief element of care assessment when requested by the Care Managers. This brief assessment will be electronically mailed to the CCRSN within 24-hours of the request with a recommendation, unless the child's parents or guardians are not available to discuss the case which may result in exceeding the 24-hour response timeframe. Care Managers will follow the authorization policy/procedures approving or denying request for element of care.

**Reference:** Clark County Statement of Work 2005; Clark County Program Standard 2005; Clark County Regional Support Network Policies and Procedures: CM08 Eligibility Criteria & Access to Care Standards- Child, CM27 Transfer of Care, and QM05-A Level/Element of Care Clinical Guidelines (2006-2008)

**Procedure:**

1. When a Mental Health provider believes a child needs a referral to a more intensive element of care, they should discuss these options with the child/family to seek their consent prior to making a request to the CCRSN.
2. When the approval from the family/child is received, the requesting clinician shall initiate the request for an Element of Care Assessment by providing a brief, verbal, clinical formulation to substantiate the clinical need for a more intensive element of care. To assure continuity of care the Element of Care Request will come from the current CCRSN provider, although exceptions will be made in the case of extraordinary circumstances.
3. When the determination is made by the Care Manager to move forward with the request, the Care Manager will complete an assessment request by obtaining the necessary information gathered by the agency and transmitting the information by electronic mail to the County Crisis Services Triage Coordinator, and Lead Mental Health Professional.
4. The Clark County Crisis Services Triage Coordinator will:
  - a.) Schedule a time for a child mental health specialist to see the family/child.
  - b.) Assign the assessment to a child mental health specialist who will conduct the face-to-face assessment.

- c.) Ensure, within 24-hours of receiving the element of care request, a child mental health specialist conducts a face-to-face interview, writes a brief assessment progress note which includes the element of care recommended and supporting evidence for the recommendation, and electronically mails the note to the requesting Care Manager with a copy to all other CCRSN Care Managers.
- 5. When a child is not enrolled at any Community Mental Health Agency (CMHA) in Clark County and a request for an intensive element of care is received by a Care Manager from a hospital or residential facility, the request should be treated as an intake request and Catholic Community Services (CCS) will provide the necessary intake and go through the usual authorization request electronic process. If the authorization information does not support an intensive element of care, a denial will be issued.
- 6. When a change of element of care involves a transfer to another provider, the procedures outlined in CM27 Transfer of Care, shall be followed to ensure continuity of care for the child and family.

Approved By: 

Date: 

**Michael Piper, Director**  
**Clark County**  
**Department of Community Services**