

**DEPARTMENT OF BEHAVIORAL HEALTH and DEVELOPMENTAL DISABILITIES  
BEHAVIORAL HEALTH PROVIDER CERTIFICATION UNIT**

**SITE VISIT REVIEW TOOL FOR DESIGNATION OF  
EMERGENCY RECEIVING, EVALUATION AND TREATMENT FACILITIES (ERETFs)**

Reference	Policy	Practice	Review Element/Comments
<i>State of GA Rules and Regulations for Hospitals Chapter 111-8-40-.37</i>			
<b>PSYCHIATRIC AND SUBSTANCE ABUSE SERVICES</b>			
Each EREFT shall have a detailed description of the scope of services under which the agency operates.			
1. The organization and administration of Psychiatric and Substance Abuse Services shall have a plan for the service which clearly defines lines of authority, responsibility, and accountability and which includes provision for adequate staffing to provide patient care according to generally accepted standards of practice.			
2. The Director of Psychiatric and Substance Abuse services shall be a licensed physician member of the medical staff appropriately trained and qualified to supervise the provision of these services a. The Director of the psychiatric and/or substance abuse services shall be responsible for all clinical aspects of the organization and delivery of services and for the evaluation of the effectiveness of the services in coordination with the hospital's quality management program.			
<b>STAFFING FOR PSYCHIATRIC &amp; SUBSTANCE ABUSE SERVICES</b>			
The organization shall provide sufficient clinical and support staff to assess and address the needs of psychiatric and substance abuse patients and to ensure the maintenance of a safe therapeutic environment for patients and staff.			
1. Staffing Requirements for In-patient Psychiatric or Substance Abuse a. Physician with training and qualification appropriate to services, <i>present in the hospital or available on call 24/7</i> b. Nursing Manager/Director c. <i>At least, one RN at all times</i> d. Rehabilitative & Therapeutic activity staff, trained and qualified to meet the needs of the patients as specified in the patient's individualized service plan. e. Counseling/mental health staff f. Clinical Psychologist g. Child Psychiatrist (If psychiatric services are provided for children, the Child Psychiatrist must be board eligible or board certified)			

<p style="text-align: center;"><b>Reference</b></p> <p><i>State of GA Rules and Regulations for Hospitals Chapter 111-8-40-.37</i></p>	<b>Policy</b>	<b>Practice</b>	<b>Review Element/Comments</b>
<p><b>POLICIES &amp; PROCEDURES FOR PSYCHIATRIC &amp; SUBSTANCE ABUSE SERVICES</b></p>			
<p>1. In addition to hospital policies and procedures otherwise required by these rules, the hospital providing psychiatric and substance abuse services shall develop and implement policies and procedures that address the special needs of the population served, to include at least:</p> <ul style="list-style-type: none"> <li>a. Involuntary admission and discharge criteria and procedures, which comply with Georgia laws admissions or treatment;</li> <li>b. Safety and security precautions for the prevention of suicide, assault, and patient injury;</li> <li>c. The handling of medical emergencies, including but not limited to suicide attempts, cardiac arrest, aspiration, or seizures;</li> <li>d. Special procedures, such as electro convulsive therapy (ECT) and medical detoxification, as applicable; and</li> <li>e. Procedures for the use of seclusion and restraint in accordance with O.C.G.A. Chapters 3 and 7 of Title 37 and these rules.</li> </ul>			
<p><b>PATIENT'S RIGHTS IN PSYCHIATRIC &amp; SUBSTANCE ABUSE SERVICES</b></p>			
<p>1. In addition to the rights afforded all patients at the hospital, the hospital shall ensure that patients served by the psychiatric and substance abuse services shall have the right to:</p> <ul style="list-style-type: none"> <li>a. Receive treatment in the hospital using the least restrictive methods possible; and</li> <li>b. Participate to the extent possible in the development, implementation, and review of their Individualized Service Plan.</li> </ul>			
<p>2. Any permissible restriction of patient rights by the hospital program shall be imposed only in order to protect the health and safety of the patient or others and shall be temporary. The nature, extent, and reason for the restriction shall be entered into the patient's medical record as a written order by a physician and reviewed for necessity as required by state law.</p>			
<p><b>PATIENT ASSESSMENT &amp; TREATMENT</b></p>			
<p>1. In addition to other assessment and treatment procedures otherwise required by these rules, psychiatric and substance abuse service programs at the hospital shall provide:</p> <ul style="list-style-type: none"> <li>a. Admission assessments</li> <li>b. Psychiatric and Substance Abuse Evaluations within twenty four (24) hours of admission.</li> <li>c. An individualized service plan, initiated within the first twelve (12) hours after admission and updated as needs are identified through assessments.</li> </ul> <p>2. At the time of development of the patient's treatment plan and with the participation of the patient, a discharge plan shall be developed.</p> <p>3. All medications administered or prescribed for psychiatric or substance abuse patients shall be solely for the purpose of providing effective treatment or</p>			

Reference	Policy	Practice	Review Element/Comments
<p><i>State of GA Rules and Regulations for Hospitals Chapter 111-8-40-.37</i></p> <p>habilitation as described in the Individualized Service Plan and/or protecting the safety of the patient or others and shall not be used for punishment or for the convenience of staff.</p>			
<p><b>PHYSICAL SPACE &amp; DESIGN REQUIREMENT FOR INPATIENT PSYCHIATRIC &amp; SUBSTANCE ABUSE SERVICES *</b></p>			
<p>Hospitals providing inpatient psychiatric and substance abuse services shall have:</p>			
<p>A system for summoning help from within the immediate service area or other areas of the hospital in the event of an emergency.</p>			
<p>*See Environmental Review Checklist for design elements</p>			
<p><b>OTHER PHYSICAL ENVIRONMENT REQUIREMENTS</b></p>			
<p><b>1. SAFETY</b> The hospital shall be equipped and maintained to provide a safe environment for patients, employees, and visitors.</p>			
<p>a. A Fire Safety Program including compliance with the applicable provisions of the Life Safety Code (NFPA 101), as enforced by the state fire marshal; and a system in place for staff and visitors and which is specific to the clinical and acuity needs of behavioral health patients.</p>			
<p>b. An Incident Monitoring System that promptly identifies, investigates, &amp; takes effective action regarding all incidents relating to injury to behavioral health patients, staff, visitors and that involve significant damage to property. The organization shall have in place a Quality Management Plan designed to review and assess incidents relating to injuries or harm to behavioral health patients, staff or visitors.</p>			
<p>c. Security procedures for controlling access to sensitive areas, as defined by the hospital, for behavioral health patients, staff and visitors;</p>			
<p><b>2. SPACE</b> The hospital shall provide sufficient space and equipment for the scope and complexity of services offered.</p>			