

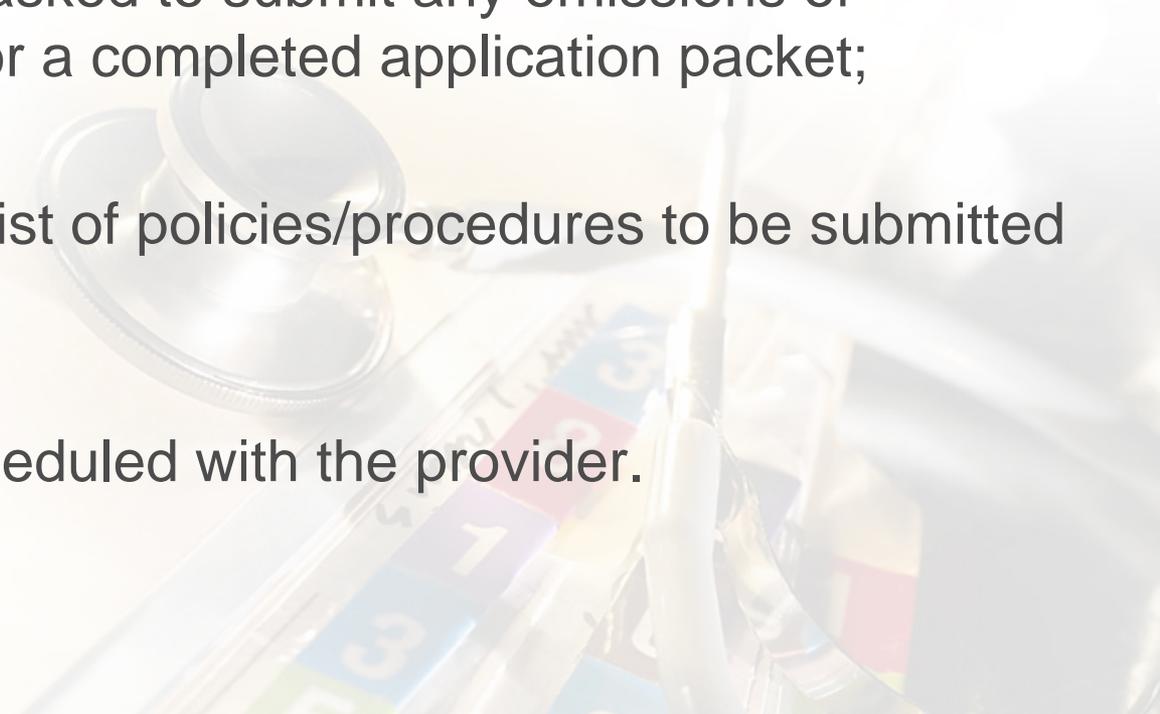


DBHDD Behavioral Health Licensing Unit (BHLU)

Licensure of Crisis Stabilization Units



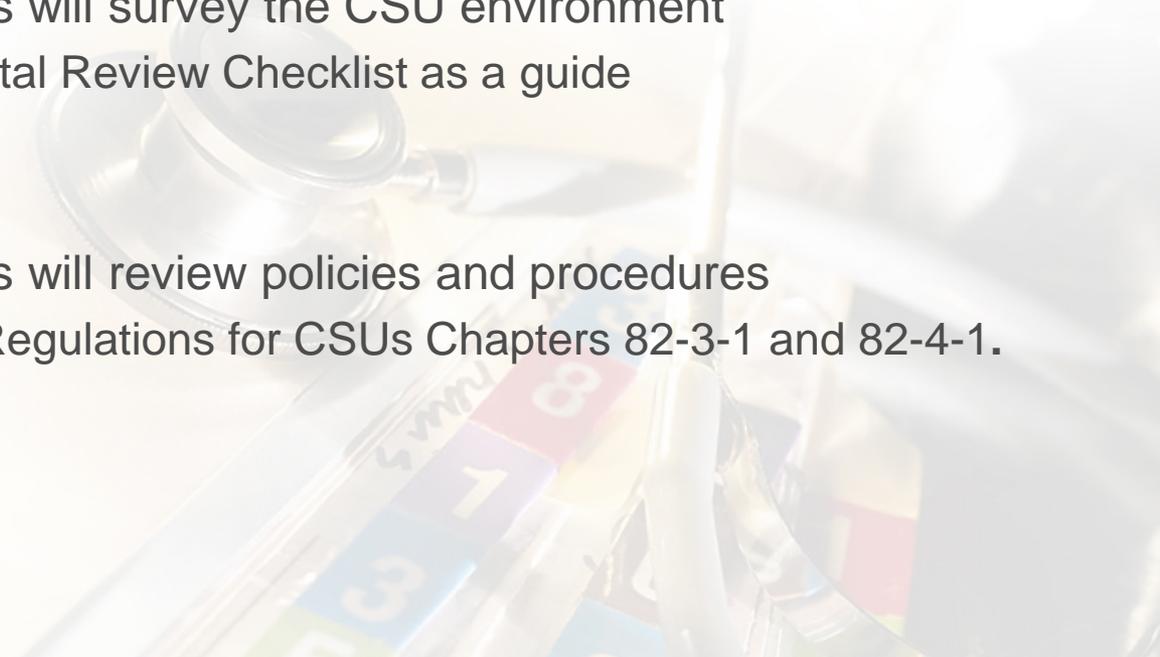
Review of the Application

- Before the licensing team visits a Crisis Stabilization Unit (CSU), a review of the application packet is completed;
 - The provider will be asked to submit any omissions or corrections needed for a completed application packet;
 - BHLU may ask for a list of policies/procedures to be submitted *prior* to the site visit;
 - A site visit is then scheduled with the provider.
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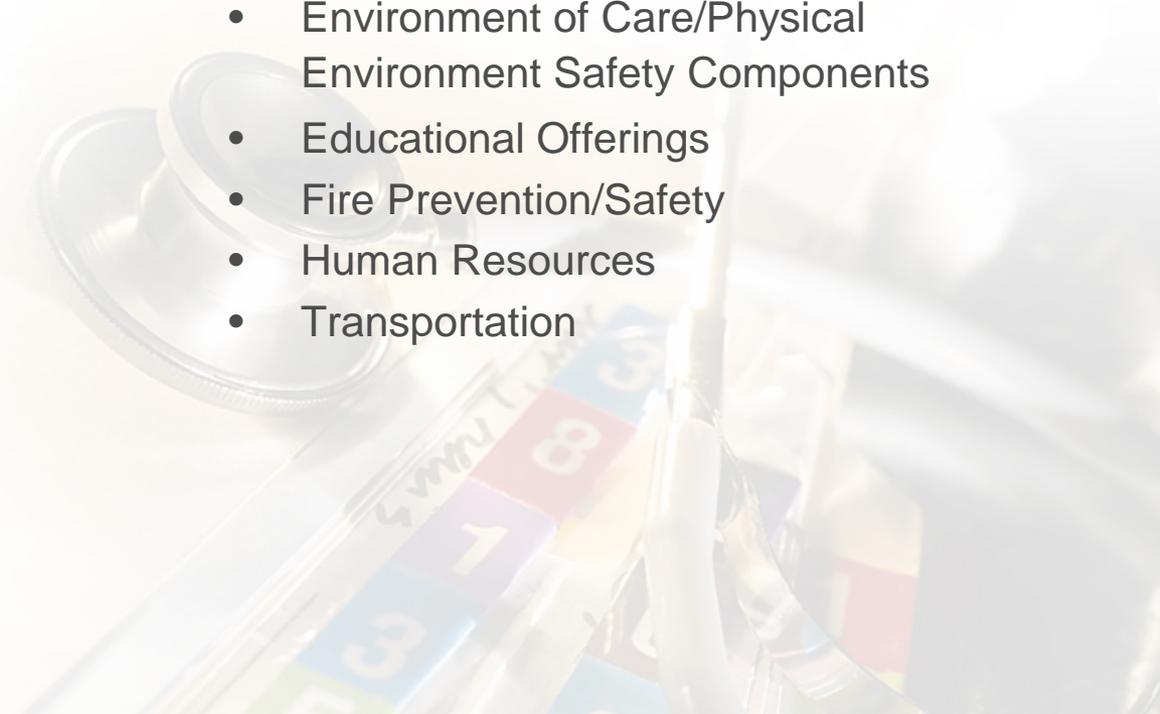
Preparing for the Site Visit ...

- ❖ BHLU licensing specialists will choose a sampling of charts to review, to include both individuals and staff.
 - *Refer to the CSU Licensing Review Tools for focused areas
- ❖ BHLU licensing specialists will survey the CSU environment
 - *Refer to the Environmental Review Checklist as a guide
- ❖ BHLU licensing specialists will review policies and procedures
 - *Refer to the Rules and Regulations for CSUs Chapters 82-3-1 and 82-4-1.



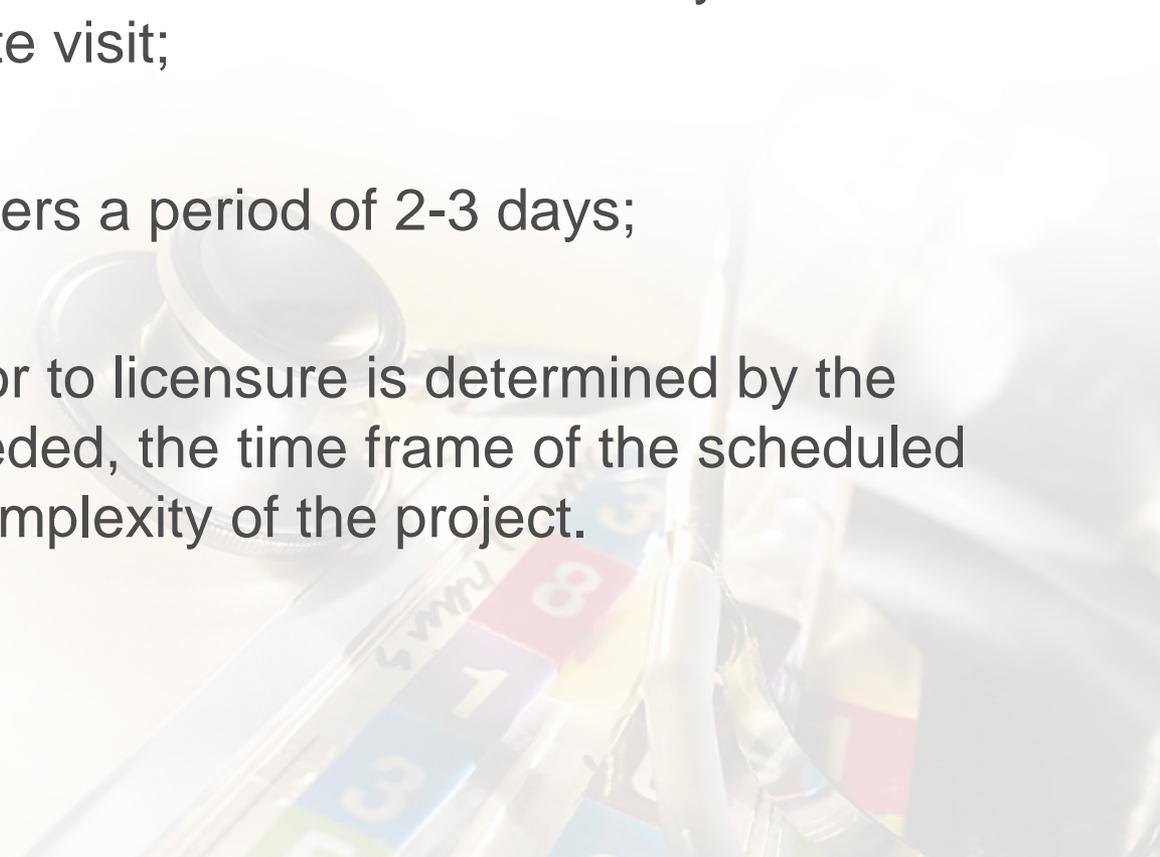


Required Policies and Procedures

- Operational Scope of services
 - Program Description
 - Admissions
 - Provision of Individual Care
 - Discharge Summary
 - Documentation of Care
 - Protection and Care
 - Pharmacy Services
 - Medication Management
 - Laboratory Services
 - Food Service
 - Infection Control
 - Rights and Responsibilities
 - Incident Complaint/Investigations
 - Confidentiality
 - Legal Status
 - Performance Improvement/Plan and Activities (QI)
 - Environment of Care/Physical Environment Safety Components
 - Educational Offerings
 - Fire Prevention/Safety
 - Human Resources
 - Transportation
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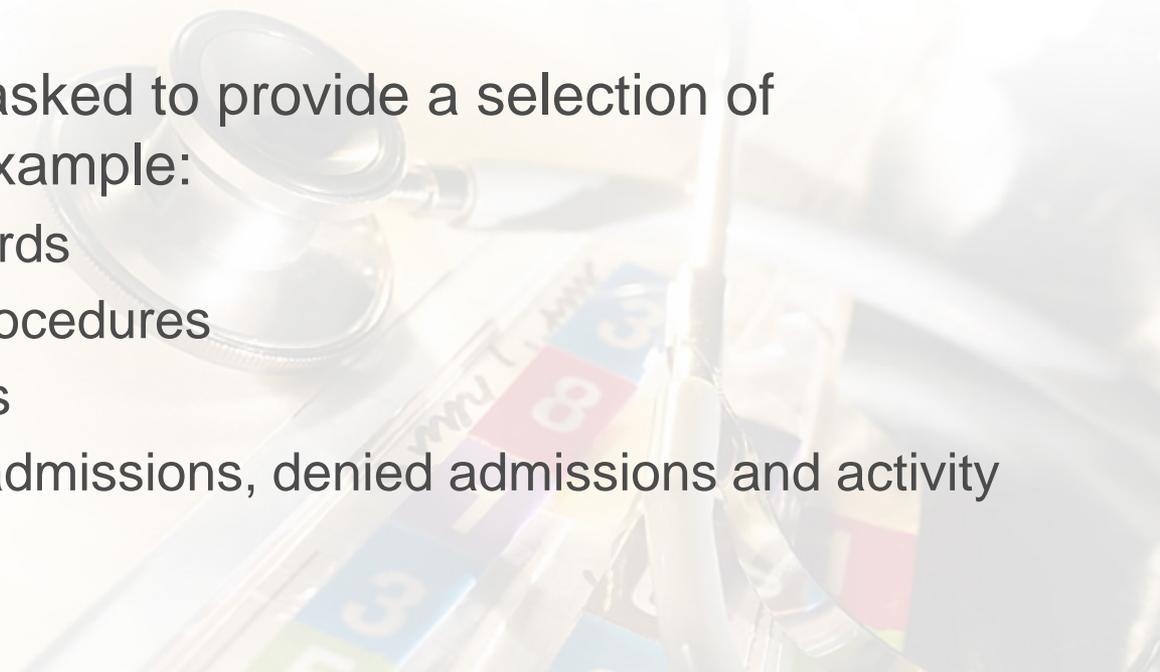
The Site Visit

- Two to three licensing specialists will visit the facility on the scheduled date of the site visit;
 - The site visit usually covers a period of 2-3 days;
 - The number of visits prior to licensure is determined by the technical assistance needed, the time frame of the scheduled opening date and the complexity of the project.
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Upon Arrival...

- The licensing team introduces themselves at the site;
- The administrator or facility representative is asked to describe any special feature(s) of the facility's care. For instance, does the place have a special program for residents?
- The provider will be asked to provide a selection of documentation, for example:
 - employee records
 - policies and procedures
 - incident reports
 - lists of recent admissions, denied admissions and activity schedules.



The Initial Tour...

- Next, our licensing specialists will take a tour of the facility. We ask that the facility administrator or representative escort the team. We want to get an overall view of the CSU. Here are some of the things we are looking for:
- Is the facility well maintained?
 - Are individuals afforded privacy?
 - Is the environment safe for individuals?





Wrap up ...

- All information is reviewed and documented by the BHLU team;
- The licensing team and facility representatives have an exit conference to discuss the findings and exchange ideas on needed improvements;
- Follow-up correspondence will be sent to the facility within 21 days detailing needed corrections, and recommended changes;
- The provider submits all required corrections to BHLU.





Licensure

Once BHLU determines that the facility is in compliance, a CSU license will be issued.



**Georgia Department of Behavioral Health and
Developmental Disabilities**
Crisis Stabilization Unit License #441 –

This acknowledges the facility as complying with the rules and regulations of the state of Georgia, authorizes the licensee to establish services to meet the goals of individuals and to set forth the minimum requirements for short term residential, psychiatric stabilization and detoxification services, and designates the facility as an Emergency Receiving and Evaluation Facility.
Effective: _____ *Expires:* _____



Wendy White Tiegreen, Deputy Chief of Staff, DBHDD _____ Date _____