

**Indiana Family and Social Services Administration
Division of Mental Health and Addiction (DMHA)
Official Policy**

Name of Policy: **Assessment Requirements for Adults Entering or Treated in
All State Owned or Operated Mental Health Institutions**

Effective Date: September 3, 2008.

I. Purpose

The purpose of this policy is to define the use of the Adult Needs and Strengths Assessment (ANSA) in State owned or operated mental health hospitals. For adult consumers admitted, DMHA hospital treatment staff is required to reassess each patient every 90 days and at discharge utilizing the ANSA tool. Hospital treatment staff shall use the ANSA assessment and reassessments to support treatment interventions and transitional planning to the community.

II. Application

All State owned or operated mental health institutions (DMHA hospitals).
Community Mental Health Centers (CMHC's) in their role as gatekeeper for DMHA hospital services.

III. Policy Statement

Prior to admission to a DMHA hospital, an Adult Needs and Strengths Assessment (ANSA) is required within 30 days of the referral to a State owned or operated hospital as part of the clinical assessment. The ANSA shall be completed based on a face-to-face interview with the individual and available supporting information.

Gatekeepers are required to submit a copy of the ANSA, the gatekeeper's clinical assessment based on direct contact with the consumer and family, and recommended intensity of care report from IBHAS to the DMHA hospital at the time of referral. These documents are in addition to the designated referral form and other required supporting documents.

Upon determination that the consumer is appropriate for admission the hospital shall place the consumer on the DMHA wait list. Any adult consumer remaining on the wait list for more than 30 days requires the gatekeeper to submit updated information monthly regarding the consumer's status to designated DMHA hospitals utilizing the designated form. Updates shall include but not be limited to: mental health/behavioral/addictions needs, functioning, safety, type/intensity of community interventions utilized in the last 30 days, legal status, health status and current medications.

If the consumer remains on the wait list for admission to a DMHA hospital for more than 90 days from the last ANSA, the ANSA must be redone by the gatekeeper to assess current needs. Upon admission to a DMHA hospital, the consumer's treatment staff shall review the ANSA, along with other pertinent clinical data, to develop an appropriate treatment and transition plan.

For adults who were admitted prior to implementation of this policy, for which there is no ANSA completed by the gatekeeper, DMHA hospital staff will complete an initial comprehensive ANSA in conjunction with updating treatment plans. For new DMHA forensic, Mental Retardation/Developmental Disability (MR/DD), and research (those without a CMHC gatekeeper) admissions, DMHA hospital staff will complete an ANSA within 30 days of admission. The ANSA assessments are to be completed with input from the hospital team, gatekeeper, consumer, family and significant others (i.e., courts, Bureau of Developmental Disability Services, etc.) in order to achieve agreement regarding needs, to monitor progress, and to create an effective transition plan to community based care. The ANSA is to be completed every ninety (90) days and at discharge/transfer.

All ANSA ratings completed by staff within a state hospital will be reported to the Indiana Behavioral Health Assessment System (IBHAS) in a timeframe established by DMHA. Reports from IBHAS include an individual's ratings, Behavioral Health Decision Model recommendations for community based care and outcomes. A copy of ANSA assessments and IBHAS reports will be retained in the consumer's clinical record at the DMHA hospital.

IV. Definitions

Adult Needs and Strengths Assessment (ANSA) – a functional assessment tool which uses information from the rating of an individual's needs and strengths to support decisions about the appropriate intensity of service and to develop/revise treatment plans, monitor progress (measure outcomes) and to improve the quality of care at the direct service, program and system levels. The copyright is held by the Praed Foundation, Chicago, Illinois.

Indiana Behavioral Health Assessment System (IBHAS) – the interactive web based database created by DMHA to collect, analyze and report information based on ANSA ratings.

V. Legal References and Authority

IC 12-24-5 Admission to State Institutions

VI. Attachments

REVIEWED AND ENDORSED by DMHA Policy Development Committee.

Willard L. Mays 9/3/08
Chair, DMHA Policy Development Committee Date

APPROVED for Implementation

Cathy Bragg 9-5-08
Director, Division of Mental Health and Addiction Date