

## FAQ:

1. Will SIAs admit patients from jails? – SIA can admit patients from jails unless a patient has a hold order. Patients with hold orders will be admitted to state hospital only.
2. Do SIAs only admit patients from respective catchment areas? – SIAs can admit patients from any catchment areas.
3. Will catchment areas be considered in cases of administrative transfer? – For administrative transfers, OSH and LSH can only admit patients in their catchment area. SIAs will need to request change of venue to transfer the case to Pawnee county for LSH and Miami county for OSH prior to transfer.
4. What does the administrative transfer of an aggressive patient at SIA look like? – SIA will refer the case to HIS. HIS will initiate administrative transfer to respective state hospital (OSH or LSH based on the catchment area). Standard process for SBU referral will be followed- SBU will make decision on admission. Paper admits will be utilized to facilitate the process. Decision and transfer on the patient transfer will be arranged in close coordination with the state hospitals, SIAs and HIS. In order to facilitate the transfer, SIA will contact HIS, submit Administrative Transfer Form with the request (see KDADS SIA webpage for the form) and will arrange Team to Team call.
5. Where will the patient discharge after SBU program once transferred from SIA? – Patient will transfer to respective catchment area state hospital.
6. What is the expected time for SIAs to review and respond to referrals? – A threshold will be set in a meeting with SIAs, HIS, State Hospitals and KDADS. Currently it takes approximately 30 min for an SIA to make admission decision upon referral.
7. Confirm that SIA referrals and the OSH or Larned referral can be sent at same time, but OSH or Larned would know that we are waiting on SIA referral decision. - Referral to SIAs will be send simultaneously to LSH/ OSH depending on the catchment area. This process is put in place to reduce waiting times for the patient and will be reassessed at 90 days and at the end of 2021.
8. Can the SIA hospitals provide an email address for referrals? – HIS will be able to provide contact information (fax and emails) for SIA referrals for each of the participating SIAs.

Transportation concerns – if the only SIA that will admit the client is 6 hours away, but the state hospital is 2 hours away the patient be admitted to OSH or LSH? – a. Voluntary adult patients: Due to limited number of beds in Western Kansas, KDADS implemented a 4-hour rule for the adult population. When a patient is 4 or more hours away from the nearest SIA, Admission to LSH can be facilitated. This situation can be relevant only if a bed at the state hospital is available. For the Eastern part of the State, first choice should always be an SIA as a least restrictive environment. KDADS is currently working on addressing Transportation issues and this guidance will change once Transportation support is available. b. Involuntary adult patients For patients that are screened by the Qualified Mental Health Professional (QMHP) and are recommended for an involuntary hospital placement, the QMHP should refer the patient to the closest facility admitting involuntary patients with an available bed. If the state hospital is the closest option and there is an available bed, SIA options do not need to be explored. The QMHP should review the HIS bed board to identify available facilities for involuntary placements at an SIA or state hospital. If a patient is in law enforcement protective custody, the QMHP completing the screening should refer the patient to the closest facility admitting involuntary patients with an available bed.

9. How often are SIAs and State Hospitals required to update information on bed availability? – At a minimum, twice daily.
10. How many beds does each SIA have reserved? - There is not a certain number of beds. Ability to admit patients will be determined by the SIA capacity to admit. Bed board will be available on HIS website and will inform real time bed availability and capacity
11. There are 2 spots on the screen form to list 2 exhausted community options. Are those SIA hospitals on not? – Alternative placement options need to be exhausted prior to recommending admission to a state hospital/SIA as the most restrictive environments. Thus, the NON-SIA alternative options should be listed. We do recognize that

- all of the SIA hospitals have Acute program and SIA programs. In case one of the exhausted options is a hospital that also provides SIA Services, please use Hospital Name Acute, e.g., KVC Acute/ PVI Acute/Via Christie Acute, etc.
12. Is some situation, due to technological limitations, QMHP might be unable to complete the screen electronically. Will the hand-written screen be accepted? - While the screens are to be completed electronically, in a situation where completing a screen electronically may significantly delay patient care, the screen form can be filled out by hand.
  13. It is a requirement that Mental Health Screen form is filled out electronically and in its entirety. What process will be followed if an SIA or State Hospital receives an incomplete screen? – It is responsibility of an QMHP to submit the fully completed screen. In situations when incomplete screens reach SIAs or State Hospitals, SIA and State hospitals are to request that the screen is filled out in its entirety and HIS will need to be included in communication [SIA@healthsource.com](mailto:SIA@healthsource.com). HIS will track data for incomplete screens starting August 30th, 2021, and process will be evaluated at 90 days.
  14. Should the following documents, known as “Ticket letter,” be submitted with the screen: 1. STATEMENT FROM A QUALIFIED MENTAL HEALTH PROFESSIONAL AUTHORIZING ADMISSION TO A KANSAS STATE PSYCHIATRIC HOSPITAL 2. CERTIFICATE OF A PHYSICIAN, LICENSED PSYCHOLOGIST, OR A DESIGNATED QUALIFIED MENTAL HEALTH PROFESSIONAL 3. APPLICATION FOR EMERGENCY ADMISSION (FOR OBSERVATION AND TREATMENT)? – These documents are required for adults’ screens but are not required for youth screen. KDADS incorporated these three documents as fillable forms into the Mental Health Screen packet for adult population. The latest screen form is available on KDADS website [State Institution Alternatives \(SIAs\) \(ks.gov\)](http://ks.gov).
  15. Can SIAs set standing admission criteria? – Only patients that have been assessed by QMHP and have been recommended for state hospital admission as witnessed by the Mental Health Screen Form, can be admitted to an SIA. SIA contracts with HIS identify population served by this SIA. SIAs make decision on ability to serve each individual patient upon referral. [Bed Board](#) provides details on the patient population for each of the SIAs. To search for the SIAs, type SIA in the search box.
  16. If an SIA is an IMD, what will billing process look like? – Please refer to the Billing flowchart
  17. What does the SIA admission through Discharge process look like? – Please refer to Admission through Discharge flowchart and Youth flowchart.
  18. Should Mental Health Screen be called on for all uninsured patients? – Decision on screening should be based on the acuity of the patient rather than patient insurance status. If a patient does not meet criteria for state hospital/SIA admission – they should never be admitted to a more restrictive environment regardless of their insurance status.
  19. There are some counties where the Court refuses to order someone into a hospital if it is not specifically LSH or OSH. Does that mean that patients in those counties cannot be admitted to SIA and must be referred to OSH/LSH? - Order must be made to LSH/OSH or SIA and patient cannot only be admitted to where the order is made to. KDADS will work with the courts to ensure they are aware of the SIA program and see if orders can be made to LSH/SIA and OSH/SIA
  20. While the Moratorium is in place, OSH cannot admit voluntary patients. When there is a screen for a patient from OSH catchment area, with recommendation for SH admission for an aggressive patient who has a guardian and District attorneys will not file the Care and Treatment Case and SIA are not able to admit – what are the options? - **We are exploring the answer to this question.**
  21. Some DAs will file Care and Treatment cases for patients with a guardian and some will not. What is the right approach? – Care and Treatment cases can be filed regardless of whether the patient does or does not have guardian. However, there is inconsistencies across the court system throughout Kansas.
  22. While SIA Program is created to lessen use of state hospital beds, one of the goals is to also provide care as close to home as possible. Should the nearest SIA hospital be 4-8 hours away from patient’s home, which is very possible in the Western part of Kansas, where will the patient be admitted? – Please consider the following scenarios for guidance.
    - a. Scenario: LSH has available beds, patient from LSH catchment area is screened and recommended for SH/SIA admission. Nearest SIA is 4-8 hrs away. Do we admit to SIA or LSH? - Answer: LSH

- b. Scenario: LSH has available beds, patient from LSH catchment area is screened and recommended for SH/SIA admission. Nearest SIA is less than 4 hrs away. Do we admit to SIA or LSH? - Answer: SIA
  - c. Scenario: LSH does not have available beds, patient from LSH catchment area is screened and recommended for SH/SIA admission. Nearest SIA is 4-8 hrs away. Do we admit to SIA or wait for a bed at LSH? - Answer: SIA
23. If a potential customer has OTO (AOT), can they be considered for SIA admission? – Yes. OTO (AOT) are not an exclusionary criterion for SIA admission.
  24. What is the process for admission of involuntary patients? – Starting 10/28/2021, The Qualified Mental Health Professional (QMHP) that conducting the screen and recommending involuntary hospital placement should refer the patient to the closest facility admitting involuntary patients with an available bed. The QMHP should review the HealthSource bed board to identify available facilities for involuntary placements at a SIA or state hospital.
  25. If prospective patients are in LOE custody- would the regular process be followed? Starting 10/28/2021, If a patient is in law enforcement protective custody, the QMHP completing the screening should refer the patient to the closest facility admitting involuntary patients with an available bed.
  26. In the [Application for voluntary admission](#), the section where parent/children over the age of 14 years old are required to sign, does the child over the age of 14 have to sign or would parent/guardian signature be sufficient? - if a parent is admitting their child, they can sign the paperwork and the child need not sign. However, a child 14-18 can sign and admit themselves without parental consent, but once they are admitted the hospital must immediately contact the parents/guardians.
  27. In the [Application for voluntary admission](#), does the section where it states, “to be completed if admission is being consented to by a guardian” have to be completed for youth? - If the person admitting the child does not hold a Guardianship over them then this section is not applicable.