

# Referring children and adolescents to secure inpatient programs for long-term psychiatric care

This fact sheet provides reminders and resources for referring Oregon youth under age 18 to Secure Children's Inpatient Programs (SCIP) and Secure Adolescent Inpatient Programs (SAIP) for long-term psychiatric care (LTPC).

## To qualify for SCIP or SAIP:

- The services must be recommended by a board-certified psychiatrist or Psychiatric Mental Health Nurse Practitioner (PMHNP);
- There must be documented evidence both that a lower level of care is not medically necessary or appropriate for the youth, that Secure Inpatient is the medically necessary and medically appropriate level of care; and
- OHA's third-party utilization management contractor, Comagine, must determine that the services are medically necessary and medically appropriate, upon review of the request as submitted according to standardized review criteria.
- Youth must be an Oregon resident.

## Documentation requirements for SCIP and SAIP referrals

A completed SCIP or SAIP referral packet should include, at a minimum:

- The completed [LTPC form](#) by either the youth's CCO or CMHP;
- The most recent psychiatric assessment,
- Recommendation for Secure Inpatient Program completed by a board-certified psychiatrist or PMHNP;

- 14 days of progress notes, if available;
- Any incident reports from the past 30 days;
- Current list of medications;
- Information regarding inability of lower levels of care to meet youth's needs (treatment failure or denials for lower level of care might be a way to demonstrate the need)
- Most recent psychological evaluation, if available; and
- Other clinical documents helpful in determining the appropriateness of LTTPC services.

## How to submit referrals to OHA

The CCO or CMHP should send all information via OHA [secure email](mailto:childrensltpc.referrals@odhsoha.oregon.gov) to [childrensltpc.referrals@odhsoha.oregon.gov](mailto:childrensltpc.referrals@odhsoha.oregon.gov) . If secure email is not available, you may also fax your request and supporting documentation to OHA at 503-947-5043.

## What happens next

If additional information is needed, or the referral is incomplete, OHA will ask the referring agency (referent) to provide the additional needed information with a due date for the information to be received.

### **Once a determination is made:**

- If denied, a Notice of Action (denial) will be sent to the guardian. OHA Child and Family Behavioral Health(CFBH) staff will also notify the referent of the action.
- If approved, OHA's third party reviewer will issue a Certificate of Need (CON) which will be provided to SCIP/SAIP and OHA CFBH staff will notify the referent of the approval with the LTTPC form completed.

Approval is effective for 60 days at a time, and if youth is not admitted within that timeframe, additional clinical (including psychiatric recommendation) will need to be submitted to OHA for medical necessity review to remain on the approval list.

## OHA program contact

### Summer Hunker, MA

Children's Behavioral Health System Coordinator

503-756-8540 | [summer.hunker@oha.oregon.gov](mailto:summer.hunker@oha.oregon.gov)

[childrensltpc.referrals@odhsoha.oregon.gov](mailto:childrensltpc.referrals@odhsoha.oregon.gov)

