

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 6: Patient Care

POLICY: 6.007

SUBJECT: Interstate Repatriation of Patients

POINT PERSON: REBECCA CURTIS
DIRECTOR, SOCIAL WORK

APPROVED: 
GREGORY P. ROBERTS
SUPERINTENDENT

DATE: NOVEMBER 30, 2010

I. POLICY

Treatment is generally best accomplished in familiar surroundings. Oregon State Hospital (OSH) shall assist patients who wish to return home or effect family reunification. Where applicable, the Interstate Compact shall be used to facilitate the process.

II. PROCEDURES

A. When it has been determined within the provisions of ORS 428.310 that a transfer of a patient from Oregon State Hospital to another state psychiatric hospital would be in the patient's best interest and the Interdisciplinary Treatment Team (IDT) and patient agree, the following procedures shall be initiated:

1. The Social Worker on the IDT shall forward a referral packet of typical referral information, such as admitting information, physical information, course of hospitalization, and potential discharge information, to the Director of Social Work with a request for Interstate Transfer.
2. The Social Worker or other IDT member shall contact family members and community mental health members in the receiving state to discuss the possibility and reasonableness of such a transfer.
3. The Director of Social Work shall forward the packet to the Compact Administrator at the Addictions and Mental Health Division, Oregon Health Authority, for a referral to a state if there is an Interstate Compact for that state.

4. The Compact Administrator shall notify the Director of Social Work at Oregon State Hospital the results of the transfer request and/or negotiation.
5. The Compact Administrator shall also provide a letter from the receiving state authorizing the transfer. A copy of that letter shall be forwarded to the Director of Social Work at OSH and the Social Worker assigned to the patient, with the original sent to OSH Medical Records for filing in the patient's medical record.
6. Upon approval from the receiving state, the Director of Social Work or assigned designee shall coordinate with the patient's IDT the approximate date of the expected transfer and which staff shall accompany the patient during the actual trip and additional details like where the patient shall be going and expected time of admission, best time of day for arrival in the receiving state, and identification of a facility where the patient shall be admitted.
7. The Director of Social Work or assigned designee shall coordinate with Purchasing regarding approximate flying schedules and shall develop an out-of-state travel worksheet with potential cost information and approximate flying dates.
8. The patient's Social Worker shall draft a summary for the Superintendent of the case details. This summary shall include identifying information about the patient, clinical information such as diagnosis and course of treatment, and shall include patient's current condition for travel and any safeguards needed. In addition, the summary shall include the plans in the receiving state such as admission to state psychiatric hospital on such and such a date at approximately such and such a time. The patient's Social Worker shall begin coordinating transportation with the Communications Center for the actual trip. Once approved by the Superintendent, the Social Worker shall direct Purchasing to get the tickets and coordinate with the Unit for receiving of the tickets and final details regarding the trip. The patient's Social Worker shall also assure that the patient has two forms of identification, including picture ID, for documentation at any transportation site such as airports. The transporting staff shall also assure that all medications and transfer medical record information, such as the Discharge Plan Details form and any other material, will be delivered to the receiving facility with the patient.
9. When a state is not a member of the Interstate Compact, the patient's Social Worker shall consult with the Director of Social Work

regarding making arrangements for possible transfer to another state. If the receiving hospital or mental health program agrees to accept the patient, the Director of Social Work or assigned designee shall coordinate transportation as designated above.

- B. When another state requests the transfer of a patient to OSH, the Compact Administrator shall route the request to the Director of Social Work.
1. The Director of Social Work shall determine if the information provided is adequate.
 2. The Director of Social Work shall forward the information to the appropriate Social Worker and Physician for discussion with community mental health clinical staff and shall contact the family to verify their interest in transfer to OSH.
 3. Upon receiving a decision regarding transfer approval or denial from the Social Worker or Physician, the Director of Social Work shall inform the Compact Administrator of the transfer approval or denial.
 4. If the transfer is determined as approved by the Compact Administrator, all information that has been obtained shall be routed to Medical Record Services for filing. The Communications Center shall be notified of the transfer. Any transfer coordination for travel shall be arranged by the Communications Center.

III. REFERENCES

ORS 428.310 – Interstate Compact on Mental Health, Articles I through XIV

Replaces Oregon State Hospital Policy and Procedure 6.007, *Interstate Repatriation of Patients*, dated 7/18/2006.