

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 6: Patient Care

POLICY: 6.053

SUBJECT: Referral of Patients 18-21 Years of Age to
Local Education Service District
(ESD)

POINT PERSON: SUE ZAKES
FPS PROGRAM DIRECTOR

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

 **DATE: JANUARY 27, 2012**

I. POLICY

A patient who is 21 years of age or less, and who resides on any Oregon State Hospital (OSH) unit for more than five (5) days, must be referred to the local Education Service District (ESD) for an evaluation to determine whether he/she qualifies for educational services as required by federal and state law. Patients who are 21 years old must have turned 21 within the ongoing academic school year.

This policy outlines processes, assigns responsibility, and sets timeframes for the referral of eligible patients to the local ESD for evaluation and delivery of educational services to qualified patients.

II. DEFINITIONS

“ESD” means local Education Service District.

“IDT Coordinator” means Interdisciplinary Treatment Team Coordinator.

“Academic School Year” means September 1 through June 12 of each year.

III. PROCEDURES

A. Monday morning of each work week (or the next working day if Monday is a scheduled holiday), the Education Specialist shall generate a computer

printout containing the name, age, and location of each patient received by OSH during the preceding week.

- B. The Education Specialist shall review the printout and notify the IDT Coordinator of any patient who has been in the hospital longer than five (5) days and who is under 22 years of age.
- C. The IDT shall be responsible for ensuring that the ESD Referral for Educational Services form is completed and sent to the Education Specialist within five (5) working days following notification.
- D. Upon receipt of the referral, designated ESD staff shall, in consultation with the IDT Coordinator, schedule the patient for testing and evaluation.
- E. If the patient is found qualified following testing, designated ESD staff shall design an appropriate education program for the individual patient and begin the delivery of educational services in designated education space, or in a space assigned by the Program Director unless, in the judgment of the patient's IDT, his/her mental illness and/or security risk clearly prevents participation in education services.
- F. Periodically, the Education Specialist, in consultation with ESD, shall audit the list of patients identified as being potentially eligible for educational services, to ensure they have been referred to ESD for evaluation.
- G. If participation is denied for clinical or security reasons, such reasons shall be documented in the patient's medical record, subject to regular periodic review for reconsideration by the IDT.
- H. When the clinical and/or security reasons for denial cease to be a concern to the IDT, designated ESD staff shall be informed by the IDT coordinator. The patient shall be enrolled in the education program at the next earliest opportunity.
- I. The local Education Service District shall provide written progress reports to the IDT on each patient enrolled in educational services, according to a schedule established by the IDT Coordinator and ESD staff. The local Education Service District staff shall attend IDT meetings and may be asked on occasion to appear before, or provide information to the Psychiatric Security Review Board or Board of Parole and Post-Prison Supervision.
- J. Education progress reports shall be provided to the IDT by ESD staff and placed in the "Other" section of the patient's medical record by the

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IDT Coordinator. Documentation in the Progress Notes section shall state where the Educational reports are located.

- K. Patients enrolled in educational services may be temporarily excluded from participation by the request of the IDT if:
 - 1. Local Education Service District staff recommends exclusion, or
 - 2. The patient's clinical behavior or security risk dictates that exclusion from school is warranted, or
 - 3. The patient refuses to attend classes.

- L. The reason for any exclusion shall be documented in the patient's medical record and reviewed for reinstatement by the IDT on a regularly scheduled basis.

- M. Any patient exclusion shall be reinstated by the IDT as soon as the concerns that led to exclusion are resolved.

- N. Qualified patients who continue to refuse to participate in educational services shall be required by the IDT Coordinator to sign a waiver acknowledging they have been offered the service but voluntarily decline to accept. The signed waiver shall be kept on file and may be withdrawn at any time by the patient. A copy of the signed waiver shall be forwarded to ESD by the IDT Coordinator.

IV. REFERENCES

ORS 343.261
OAR 581-015-2580