Prescreening Procedure Checklist

**Date/Time Call/page received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time Responded:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Under 15 min?

**Time decision to P/S:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time Face to Face:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Under 2 hrs?

Upon notification of an ECO:

**Name/Title of initial contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Initiating/executing officer and ask: MIECO  OIECO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Consumer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time ECO was executed/initiated**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Officer’s Name**

**Consumer’s current demeanor, behavior and any other observations. As well as criteria for Officer initiated or magistrate issued ECO when available.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer or  prescreener has given the Consumer a copy of the ECO/TDO info sheet (DC-4050).

Contact Augusta Health Emergency Department:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of ED person you spoke with**

Inform them of ECO and all information obtained from the officer. Also report any relevant additional information if available from EHR.

Ask them to advise Security of the ECO en-route

Contact Western State Hospital; Catawba age 65/+; or CCCA age 17/under:

WSH send email or txt (Client Initials not full name) to [**ECONotification.wsh@dbhds.virginia.gov**](mailto:ECONotification.wsh@dbhds.virginia.gov)

**If unable to text or email; call the Info Desk**: 540-332-8001 Info Desk staff will send the admission email on our behalf.

Catawba Admissions Line: 540-375-4289

CCCA: 540-332-2120

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of State Hospital person you spoke with to inform them Valley CSB has an ECO in progress.**

Conduct Prescreening evaluation and necessary collateral contact:

TDO NOT recommended

Call State Hospital and notify they can ‘stand down’.

Complete Prescreening report and other paperwork.

TDO recommended

Complete Prescreening and Fax to:

WSH Business hours: 540-332-8614 / 8024 **After Hours: 540-332-8144**

Catawba Business hours: 540-375-4399 **After hours: 540-375-4374**

CCCA @ 540-332-2202

Utilize Psych Bed Registry [www.vhi.org/pbr](http://www.vhi.org/pbr) Facility # 801071 for bed search.

Document in PBR the hospitals called, time of call and who you spoke with. Select outcome “other” to access narrative field and document process and final outcome.

**PBR Search ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When an accepting facility is located;

**Name of person confirming bed/acceptance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of admitting physician:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/Time TDO Served/Executed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Not when it was issued!)**

Petition for TDO to “lock it in”.

When admission facility is outside our catchment area:

Contact MRRJ Control Room (540-245-5231) to notify them of the TDO and need for transportation team. [Remind them to contact LEO/AH Sec. with ETA.]

Fax a copy of the Prescreening to the CSB that will be attending the hearing. See [CSB Emergency Services Directory.pdf](file:///\\Valley\groups\Emergency%20Services%20and%20Support\Emergency%20Services\Daily%20notes\0-ECO%20Procedure%20checklist\CSB%20Emergency%20Services%20Directory.pdf) (in case link doesn’t work, it is saved in same groups folder as this checklist. ES Fax #s by locality start on page 3)

Contact all facilities previously contacted which are still “Pending”, including State Hospital, and notify that bed has been found. (Document that contact in narrative field as final outcome.)

Contact State Hospital to advise that State bed may be needed at hour 6 (4 for geriatric admissions to Catawba) if bed has not been located. Bed search still continues. *(Also consult/inform Licensed On-call Consultant at this time if not before!)*

At hour 7 (6 for geriatric admissions to Catawba) contact State Hospital and request they begin to process/review prescreening as State admission appears likely. (State Hospital admissions staff will call back “ASAP” with admission approval.)

Per HPR1 protocol; **Petition for TDO to state facility**, or alternate facility identified by that state facility **no later than 7 hours and 30 min** (30 min prior to ECO expiration). Or sooner if they have accepted the Consumer for TDO admission.

At hour 7 and 30 minutes contact State Hospital and inform them TDO has been petitioned/granted for admission to their facility.

Notify HPR1 ES Coordinator Dennis Vaughn: [dennis.vaughn@regionten.org](mailto:dvaughn@regionten.org)