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**

**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:///%5C%5CValley%5Cgroups%5CEmergency%20Services%20and%20Support%5CEmergency%20Services%5CDaily%20notes%5C0-ECO%20Procedure%20checklist%5CCSB%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 Bob 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