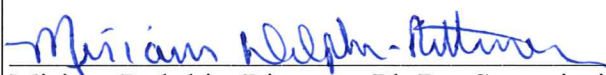




**STATE OF CONNECTICUT**  
**Department of Mental Health & Addiction Services**  
**Commissioner's Policy Statement and Implementing Procedures**



<b>SUBJECT:</b>	Emergency Certificate for Evaluation
<b>P &amp; P NUMBER:</b>	Chapter 6—Clinical and Facilities
<b>APPROVED:</b>	 Miriam Delphin-Rittmon, Ph.D., Commissioner <span style="float: right;">10/3/18 Date:</span>
<b>EFFECTIVE DATE:</b>	October 1, 2016
<b>REVISED:</b>	August 2018
<b>REFERENCES:</b>	CGS Chapter 383b CGS Chapter 378 CGS: 17a-503(d)
<b>FORMS AND ATTACHMENTS:</b>	

**STATEMENT OF PURPOSE:** The Department of Mental Health and Addiction Services (DMHAS) establishes this policy to specify protocol concerning the issuance of emergency certificates that authorize a person to be taken to a general hospital for the purposes of a medical examination.

**POLICY:** This policy applies to any authorized clinical social worker licensed under Connecticut General Statutes (LCSW) or advanced practice registered nurse (APRN) employed in a DMHAS funded or operated mobile crisis team, crisis intervention team, jail diversion program, advanced supervision and intervention support team, or assertive case management program or a community support program certified by the Department of Mental Health and Addiction Services, to issue an emergency certificate that authorizes a person to be taken to a general hospital for the purposes of a medical examination if after completing a face-to-face evaluation the LCSW or APRN has reasonable cause to believe that the person has a psychiatric disability and is a danger to himself or others or is gravely disabled and in need of immediate care and treatment.

**PROCEDURE:**

- A. **Specific Requirements:** Social Workers and APRNs must meet specific requirements in order to be authorized by DMHAS to perform evaluations pursuant to this policy.
  1. Social Workers must be licensed under C.G.S. Chapter 383b and Advanced Practice Registered Nurses must be licensed under Chapter 378.
  2. Eligible clinicians must be employed in a DMHAS funded or operated mobile crisis team, jail diversion program, advance supervision and intervention support team, assertive case management program or community support program.

- a. Eligible clinicians must have completed a minimum of eight (8) hours of specialized training in the conduct of direct evaluations. The DMHAS Office of Workforce Development will maintain certificates of training completion.
  - b. No Clinical Social Worker or APRN is authorized to act under this policy unless approved by DMHAS upon completion of designated training and certification.
  - c. All eligible agencies are required to maintain the following documentation for all Clinicians authorized under this policy: Name of evaluator; Program assignment; Dates of training completion; Staff discipline; Certificate number
- B. The Emergency Certificate can only be issued after first completing a face-to-face evaluation. The person who is transported to a general hospital pursuant to an Emergency Certificate shall be examined within 24 hours and shall not be held more than 72 hours unless committed under C.G.S. Section 17a-502.
1. When a Clinician authorized by DMHAS under this policy and operating within an eligible program is contacted regarding a specific person who may have a psychiatric disability and may be a danger to self or to others or may be gravely disabled, the following steps must occur:
    - a. The authorized social worker or APRN must arrange to complete a face-to-face evaluation of the person. The evaluation is for the purpose of determining whether the evaluator has reasonable cause to believe that the person has a psychiatric disability and is a danger to self or others or is gravely disabled and in need of immediate care and treatment.
    - b. When a psychiatrist is not available, Emergency Certificates can be issued when an authorized social worker or advanced practice nurse evaluates a person and has reason to believe that the person being evaluated has a psychiatric disability and is a danger to self or others or is gravely disabled and in need of further evaluation at a general hospital emergency department.
    - c. The authorized Clinician performing the evaluation must complete the Emergency Certification Form if the client is deemed to be at risk for harming himself or others.
    - d. If it is determined that the client requires further examination for the purpose of evaluating the need for commitment under C.G.S. Section 17a-502, the social worker or APRN must advise the person of the need for further examination in a hospital setting. The social worker or APRN must arrange for the safe transport of the client to a general hospital for further examination by contacting the local ambulance service or police.
    - e. The Emergency Certificate must be completed immediately and submitted to the ambulance personnel. The ambulance personnel should provide the Emergency Certificate Form to the accepting hospital for documentation purposes. The patient must be accompanied by the Emergency Certificate in order to be directly admitted. The Clinician will provide any additional information to the receiving hospital that will facilitate the diagnosis and treatment of the person, as soon as practicable after completion of the Emergency Certificate.

- f. The agency that performed the evaluation must properly document the client assessment. All agencies should maintain all records pertaining to evaluations performed under this statute.

C. **Reporting:** The Commissioner of Mental Health and Addiction Services is required to collect statistical and demographic information pertaining to emergency certificates issued under this statute. Copies of the Social Worker/ APRN Emergency Certificate Form must be completed immediately and a copy must be sent within 3 days of completing the evaluation to:

State of Connecticut  
Department of Mental Health and Addiction Services  
Community Services Division  
410 Capital Avenue  
4<sup>th</sup> Floor  
PO Box 341341, MS 14SSO  
Hartford, CT 06134

D. **Monitoring:** DMHAS Office of Workforce Development will maintain all records of training provided to agency personnel to fulfill requirements of this Statute. The DMHAS Community Services Division shall have the responsibility to assure that providers are complying with the requirements of this statute. The Community Services Division staff will perform periodic random audits to assure that providers meet all the requirements of this policy. Audits may review certificates of training completion, Emergency Certificate Forms, and any other documentation including results of face-to-face evaluation or progress notes.