

<p style="text-align: center;">Integrated Treatment Team Staffing (ITTS) Policy/Procedure</p>
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While it is standard procedure that clients are screened and/or assessed at the facility to which they present for initial services, some cases will require more intensive consultation/collaboration after admission and, possibly, referral to the sister agency. ITTS is a mechanism by which treatment providers at OAD and OMH (as well as their contract providers) may benefit from the experience and expertise of those at their sister agency. The goal of participation in ITTS is, ultimately, to benefit the client, but also to allow treatment providers to form an ongoing, working relationship with staff at their sister agency, as well as to grow clinically from exposure to other disciplines.

A client will be referred to ITTS:

- When more intensive consultation/collaboration is needed.
- For clients shared by OAD/OMH/contract providers. After the initial referral is made, cases will be staffed as needed and at discharge from one of the agencies.
- When the client is engaged at one agency, but will benefit from participation in, or services by, the other agency, as well.

<p style="text-align: center;">Procedure for Referral to ITTS</p>
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1 – Consult with supervisor regarding the need for, or potential benefit of, staffing. If the treatment provider and/or client will benefit from collaboration, the supervisor/treatment/contract provider will schedule the case review with the LITS Supervisor Group Chairperson.

2 – Before the scheduled staffing the treatment/contract provider will complete the ITTS Case Review and Pre-Test forms. Copies of the appropriate case record documentation (*i.e.* treatment plan, psychosocial history, medication order sheets, psychiatric evaluation) will be included with the ITTS Case Review. The Pre-Test form can be e-mailed to the Region V Group Facilitator prior to ITTS or given to the LITS Supervisor Group Chairperson at ITTS.

3 – The ITTS Case Review Treatment Recommendations (with Responsible Persons identified) and Signature Page will be completed at ITTS. If the client staffed is engaged at more than one agency/contract provider, copies of the Case Review and attachments will be provided to the primary providers. The Case Review and Pre-Test Forms will become part of the client's case record and the client's treatment plan will be updated with the client's input as to the ITTS Treatment Recommendations. Appropriate progress notes will be completed regarding the referral to ITTS and the follow-up treatment recommendations indicated, according to each agency's Policies/Procedures.

4 – Whether the client's case is reviewed in subsequent ITTS, the Post-Test and 90-day Review will be completed by the referring treatment provider and can be e-mailed to the Region V Group Facilitator or given to the LITS Supervisor Group Chairperson.

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The Due Dates on the first page of the Case Review should be completed at the first ITTS and these will be reminders of when these forms are due.

Procedure for Referral from Region V OAD to LCMHC

1 – An appropriate referral (1. – 3. above) must be reviewed in ITTS. If a recommendation for services at LCMHC is made by OAD/OMH staff, the OMH designee will bring the information to the Screening/Referral Unit (SRU) for processing for admission.

2 – SRU staff will contact the OAD primary counselor and the OMH designee with LCMHC appointment information.

3 – OAD and OMH staff will assume co-responsibility for follow-up regarding client disposition.