

Request for Triage Consultation and Expedited Admission (TCEA) – Revised 5/18/17

Effective March 15, 2016 Jails or assigned defense attorneys may request a Triage Consultation for any inmate on a court order awaiting forensic services from the State Hospital whom the staff believes requires additional psychiatric intervention because the individual is **currently** in danger related to:

- psychotic symptoms compromising immediate health and safety; and/or
- active suicidal intent, actions or serious self-injury – as differentiated from suicidal ideation without intent or self-harm not resulting in serious injury.

If the individual has a Felony charge and is:

- a. Awaiting an in jail evaluation for competency to stand trial. Please feel free to submit the referral form and your concerns will be shared with the assigned forensic evaluator who will be on site to complete the evaluation. Evaluators may contact jail staff to inform them of the expedited admission triage process such that they may initiate this process.
- b. Awaiting admission for an inpatient evaluation /competency restoration (please complete the process as described below).

If the individual has a Misdemeanor charge:

Please contact local crisis services; a Designated Mental Health Professional (DMHP) may assess the individual, and if they find the individual detainable may work with the prosecutor and court to have the individual civilly detained either on a jail hold or with the charges dismissed. If the DMHP finds that the individual is appropriate for civil detention but the court is unwilling to dismiss and refer or a jail hold is not possible please activate the process as described below. This process should be utilized for an individual in the population with a Misdemeanor charge and who is:

- a. Awaiting an in jail evaluation for competency to stand trial
- b. Awaiting admission for an inpatient evaluation
- c. Awaiting admission for competency restoration

Requesting a Triage Consultation and Expedited Admission (TCEA)

If you are the defendant's assigned defense counsel, please follow these instructions:

- ☐ Submit an email requesting a triage consult to triageconsult@dshs.wa.gov, with the following information:
 - Defendant's name;
 - Jail where defendant is located;
 - What type of service the defendant is awaiting (in-jail evaluation, inpatient evaluation, or competency restoration); and
 - Whether the charge is a misdemeanor or felony.
- ☐ If available, please describe the status of a court order for administration of involuntary medications. An order for the administration of involuntary medications is **NOT** required for referral for expedited admission. If it is determined through the clinical review that the administration of involuntary medication is an appropriate intervention, you will be contacted by DSHS to discuss the possibility of obtaining an order, either pre- or post- admission, for the administration of involuntary medication. DSHS will work with all parties to promptly facilitate a *Sell* hearing should one be requested. This process will not delay review of the request or expedited admission of an approved defendant.

This completes your TCEA referral. DSHS staff will work with the jail where the defendant is confined to complete the referral packet so that the process can continue as described below.

If you are an employee of the jail where the inmate is confined, please follow these instructions:

- ☐ To initiate a Triage Consultation, complete the Triage Consultation & Expedited Admission Request Form. In instances where jail staff are contacted by DSHS staff to initiate a defense referral, jail staff must complete the Triage Consultation & Expedited Admission Request Form.
- ☐ Submit the form via email to triageconsult@dshs.wa.gov. This form will request that you provide information about the inmate, please complete as much information as possible. DSHS staff will work to secure missing information, but this can delay the process. The information requested includes:
 - A brief synopsis of the immediate concerns that would necessitate immediate admission along with an explanation of what need is not currently met by the environment/facility the individual is currently in;
 - Description of interventions/supports already attempted;
 - Whether the defendant is a recent transfer from another jail; and
 - If available, status of a court order for administration of involuntary medications. **An order for the administration of involuntary medications is NOT required for referral for expedited admission.**

Jail staff should also be prepared to upload a copy of the following documentation to the secure site link you will receive:

- ☐ A copy of the valid court order for admission to a state hospital;
- ☐ Medical and Psychiatric Records from the jail facility;
- ☐ Medication records for the last 72 hours; and
- ☐ If available, logs for the duration of the inmate's current stay at the jail facility detailing restraint and seclusion/special observation/administrative segregation/ or disciplinary segregation; incident reports; housing status classification.

This completes your TCEA referral. Receipt of the additional documentation described above is critical to completing the referral packet so that the process can continue as described below.

Once the completed referral packet is received

Upon receipt of a referral, a Triage Consultant will review the referrals in the order in which they are received. The Triage Consultant shall conduct this review within twenty-four hours. During the review, the Triage Consultant may contact the submitting jail to arrange a case consult by phone or video if additional information is needed. If the Triage Consultant assesses that the individual meets criteria for potential expedited admission services, they will immediately submit a copy of the referring information to the appropriate state hospital Chief Medical Officer or designee for consideration.

The Chief Medical Officer or designee will make the final determination about the need for immediate admission within 24-hours of the Triage Consultant's report and will direct the Admissions Coordinator to do one of the following:

- Approve expedited admission and admit the patient as soon as a bed is available. If there has been an order entered for the administration of involuntary medication, the Admissions Coordinator will ensure receipt of the order in the completed packet; OR

- Deny expedited admission and continue with the waitlist per protocol. At the discretion of the Chief Medical Officer or designee another plan for prioritized admission may be utilized to meet the individualized needs of a particular individual.

The referring jail will be notified of the decision of approval or denial of expedited admission after the Chief Medical Officer or designee makes the final determination. If expedited admission is denied, the referring jail will be advised to resubmit a TCEA form should defendant's condition change.

The TCEA is not meant to replace emergency medical care. In a life threatening emergency, the individual should be taken for emergency medical care. Additionally, the TCEA is not intended to replace the services that are currently available to this population, which can effectively address their needs through collaboration of community mental health organizations and the criminal justice system.