

Mount Rogers Community Services Board

- I. Title:** Protocol for Administering the Crisis/Safety Plan Service
- II. Purpose:** To establish a protocol for the agency to complete the Crisis/Safety Plan service located within Credible, Mount Rogers Community Services Board's (MRCSB) Electronic Health Record (EHR).
- III. Definitions:**
- Clinician* – for the purpose of the Crisis/Safety Plan, clinician refers to licensed or licensed-eligible staff that provide outpatient counseling services.
- Credible Record Manager*—refers to a role within Credible, which is assigned to each individual's record. The staff person assigned to this role is a member of the individual's treatment team and is responsible for ensuring certain activities are completed by a member of the an individual's treatment team.
- Treatment Team Member(s)*—refers to the staff person(s) assigned as primary to an individual from each and every MRCSB program or service, in which the individual is enrolled, whether behavioral health services or other MRCSB services.
- IV. Protocol:** The following steps will be utilized to complete the Crisis/Safety Plan service:
1. Designated agency staff will complete the Crisis/Safety Plan service within Credible upon the initial assessment for individuals who are identified as having a Serious Emotional Disturbance (SED) (any age) or a Serious Mental Illness (SMI). Only one Crisis/Safety Plan service is required per individual (not per program).
 2. For individuals currently receiving services, the Crisis/Safety Plan must be completed at the annual re-assessment that occurs on or after September 1, 2016. If an individual participates in outpatient clinical services, the clinician will complete the service. If there is no clinician on the team, the Credible Record Manager or appropriate staff identified by the treatment/support team will complete the Crisis/Safety Plan service.
 3. MRCSB staff who complete prescreening services (for inpatient treatment) or VICAP services are not required to utilize the Crisis/Safety Plan Service in Credible. Early Intervention services are exempt from utilizing the Crisis/Safety Plan service as well.
 4. The assigned Credible Record Manager for each individual is responsible for ensuring completion of the Crisis/Safety Plan service annually. If an individual participates in outpatient clinical services, the clinician will complete the service. If there is no clinician on the team, the Credible Record Manager or appropriate staff identified by the treatment/support will complete the Crisis/Safety Plan service.
 5. Only one Crisis/Safety Plan service is required per individual (not per program) annually.

6. The Crisis/Safety Plan will require the individual's and/or the authorized representative's signature.