

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board
Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 1027(SYS) 89-6 Prescription Teams

Authority

Board Minutes Dated October 25, 1989
Effective Date December 13, 1989
Approved by Board Chairman s/Greer D. Wilson

References

§ 37.1-197.1, *Code of Virginia* (1950), as amended
Report of the Commission on Mental Health and Mental Retardation,
1980
DMHMRSAS Administrative Guidelines for Case Management, Pre-
Admission Screening/Pre-Discharge
Planning and Prescription Teams, 1982
Client Services Management Guidelines, DMHMRSAS, 1988
Community Services Board Performance Contract
Community Services Board(CSB) Board of Directors Review

Background

The 1980 Commission report recommended the establishment of interagency prescription teams, coordinated by community services boards (CSBs), for working with State facilities and local services agencies to develop treatment plans for individuals with mental disabilities.

The Commission's recommendation was incorporated in the referenced Code section, which requires CSBs to establish and coordinate the operation of prescription teams. That Code section was amended in 1993 to reflect the Comprehensive Services Act for At-Risk Youth and Families and allow family assessment and planning teams to fulfill prescription team responsibilities for children and adolescents covered by that Act.

The Department promulgated the 1982 Administrative Guidelines and the 1988 Client Services Management Guidelines to provide direction and guidance for CSBs about prescription teams.

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**Background
(Continued)**

The Performance Contract, also referenced, includes the CSB's acknowledgment of its responsibility to establish and coordinate the operation of a prescription team pursuant to § 37.1-197.1. The CSB Board Review will monitor the existence, composition and operation of prescription teams.

Purpose

To establish the Board's policy regarding the creation and operation of prescription teams.

**Policy for
CSBs**

It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that each community services board (CSB) shall establish and coordinate the operation of a prescription team or teams for its service area.

The team(s) shall consist of representatives from:

- the CSB,
- social services department(s),
- health department(s),
- Department of Rehabilitative Services,
- local school division(s), and
- State facilities which serve the CSB's area, as well as,
- other human services agencies, including private providers, as the team deems necessary.

The team, under the direction of the CSB, shall be responsible for integrating the services necessary to accomplish effective pre-screening and pre-discharge planning for clients referred to the CSB. Minimally, the team must address issues related to the integration of human services such as service gaps and procedural barriers.

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Policy for CSBs (Continued)

The team shall also address consumer-specific issues such as individual assessments and service planning when no other mechanism exists for addressing these issues. For instance, the CSB may choose to perform these responsibilities for children and adolescents who fall under the auspices of the Comprehensive Services Act for At-Risk Youth and Families by referring those individuals to the locality's family assessment and planning team (FAPT) and by cooperating with the community policy and management team (CPMT) in coordinating services for at-risk youth and families. The CSB and the CPMT should clearly delineate the respective roles of the prescription team and the FAPT.

The CSB may establish a generic team or separate disability-specific or specialized (e.g., children and youth or geriatric) teams. Similarly, one team may cover the CSB's entire service area or several teams may cover specific localities within the service area.

Each community services board (CSB) shall take the following actions to establish and coordinate its prescription team(s):

- Establish the team's role and operations in a written statement. The statement will include a list of member agencies and organizations and a schedule of meeting frequency.
- Complete the prescription team checklist in the Administrative Guidelines.
- Prepare minutes of team meetings.
- Retain copies of the documents required by this policy and the Administrative Guidelines.

Policy for Department

It is the policy of the Board that the Department shall monitor the establishment and operation of prescription teams through regular CSB board reviews conducted by the Community Services Administration Office pursuant to State Board Policy 4021. These reviews will include examining the documents listed in the preceding section during the on-site visit and determining the adherence of the CSB and its prescription team(s) to the Administrative Guidelines that are applicable to prescription teams.
