

POLICY AND PROCEDURE

REACH for Tomorrow

Admission and Eligibility Policy

Program: Behavioral Health Day Treatment / Partial Hospitalization Program

Effective Date: February 14, 2026

Review Date: February 14, 2027

Responsible Party: Clinical Director / Director of Medical & Clinical Services

Policy

The Day Treatment Program maintains clear, equitable, and clinically appropriate admission and eligibility criteria to ensure that individuals served receive the appropriate level of care based on their behavioral health needs, functional impairment, and medical necessity.

Admissions decisions are based on a screening and assessment process that evaluates clinical need, safety considerations, and the program's ability to meet the needs of the individual served.

The organization ensures that admission decisions are non-discriminatory and consistent with federal and state regulations, including civil rights laws, ADA requirements, and payer medical necessity criteria.

Purpose

The purpose of this policy is to:

- Establish clear eligibility criteria for Day Treatment services.
- Ensure appropriate level of care placement.
- Promote timely access to services.
- Protect the safety of the individual served and others.
- Ensure compliance with CARF Behavioral Health standards and applicable state regulations.

Eligibility Criteria

An individual may be eligible for Day Treatment services when the following conditions are met:

POLICY AND PROCEDURE

REACH for Tomorrow

1. Behavioral Health Diagnosis

The individual has a DSM-5-TR diagnosable mental health and/or co-occurring substance use disorder requiring intensive outpatient structured treatment.

2. Functional Impairment

The individual demonstrates moderate to severe impairment in one or more of the following areas:

- Emotional regulation
- Behavioral functioning
- Interpersonal relationships
- Daily functioning
- Occupational or educational functioning

3. Need for Structured Treatment

The individual requires a structured therapeutic environment for several hours per day, but does not require 24-hour inpatient hospitalization.

4. Medical Stability

The individual is medically stable and able to participate safely in outpatient programming.

5. Ability to Participate

The individual is able to:

- Engage in group and individual therapy
- Participate in treatment planning
- Follow program expectations

6. Risk Level

The individual may present with moderate psychiatric risk, including:

POLICY AND PROCEDURE

REACH for Tomorrow

- Depression
- Anxiety
- Trauma symptoms
- Mood instability
- Suicidal ideation without immediate intent or plan

Individuals requiring immediate inpatient psychiatric stabilization will be referred to a higher level of care.

Exclusion Criteria

Individuals may not be appropriate for Day Treatment services if they:

- Require 24-hour psychiatric or medical supervision
- Present with active suicidal or homicidal intent requiring hospitalization
- Have severe medical instability
- Exhibit behavioral conditions that cannot be safely managed in a group environment
- Require a higher level of detoxification or inpatient substance use treatment

When exclusion criteria are identified, the organization will assist with referral to an appropriate level of care.

Referral Sources

Individuals may be referred from:

- Hospitals or emergency departments
- Primary care providers
- Behavioral health providers
- Courts or probation departments

POLICY AND PROCEDURE

REACH for Tomorrow

- Schools
- Community agencies
- Self or family referral

Screening Process

All individuals requesting services receive a timely screening to determine eligibility.

Screening includes:

- Presenting concerns
- Behavioral health history
- Risk assessment
- Current medications
- Immediate safety needs
- Preliminary level-of-care determination

If appropriate, the individual will be scheduled for a comprehensive clinical assessment.

Comprehensive Assessment

Prior to admission, a qualified clinician completes a comprehensive biopsychosocial assessment that includes:

- Behavioral health history
- Trauma history
- Substance use history
- Medical history
- Current medications
- Social determinants of health

POLICY AND PROCEDURE

REACH for Tomorrow

- Suicide and violence risk assessment
- Functional impairment evaluation

The assessment supports medical necessity for Day Treatment services.

Admission Decision

Admission decisions are made by a qualified clinical professional and documented in the clinical record.

The admission decision must confirm:

- Eligibility criteria are met
- The program can safely meet the needs of the individual
- The individual agrees to participate in treatment

Upon admission, the following occur:

- Orientation to program rules and expectations
- Review of rights and responsibilities
- Development of an individualized treatment plan
- Scheduling of therapeutic services

Documentation Requirements

The following documentation must be completed and maintained in the clinical record:

- Screening documentation
- Comprehensive assessment
- Risk assessment
- Admission decision documentation
- Consent for treatment

POLICY AND PROCEDURE

REACH for Tomorrow

- Client rights acknowledgment
- Initial treatment plan

Non-Discrimination Statement

Admissions decisions are made without discrimination based on:

- Race
- Color
- National origin
- Religion
- Gender
- Sexual orientation
- Disability
- Age
- Veteran status

Referral and Alternative Placement

If an individual is not appropriate for Day Treatment services, staff will assist with referral to an appropriate level of care, such as:

- Inpatient psychiatric treatment
- Residential treatment
- Intensive outpatient treatment
- Outpatient therapy
- Community support services

Monitoring and Quality Improvement

Admission and eligibility processes are monitored through:

POLICY AND PROCEDURE

REACH for Tomorrow

- Chart audits
- Performance improvement reviews
- Access-to-care metrics
- Utilization review

Findings are reviewed through the organization's Quality Improvement Program.