

Review steps for requesting an involuntary evaluation

1. Person over 18 (with one other witness over 18 available) submits Forms A and B to one of the Pre-screening Agencies
2. Petition is reviewed and notarized by desk staff at PSA and submitted to Psychiatrist or PNP for consideration
3. PSA may contact petitioner for questions/clarifications
4. Pre-screening professional makes decision and advises petitioner
5. PSA and/or petitioner advises ER staff of petition status
6. PSA and ER collaborate on transfer process
7. A pick-up order is sent to law enforcement agency where the patient is located
8. Patient is transferred by LE to PSA for Evaluation
9. Evaluation process at PSA may be a few hours to a few weeks depending on the patient's presentation and if a court hearing for further evaluation is requested or required

Review steps for transfer from E.R. to Pre-screening Agency

1. Forms A/B received and authorized by PSA: admission packet started
2. ER advised of petition status by PSA agency: labs, H&P, MD/RN/social work notes and other relevant documentation sent to PSA by ER staff to complete packet
3. BHMP will review completed packets within 2 hours to determine next steps (completed, pick-up sent, labs needed, doc-to-doc needed, etc.)
4. If accepted as complete, BHMP will give packet to RN on duty at PSA; RN has 30 minutes to complete RN-to-RN to arrange transfer
5. RN on duty at PSA gives packet to PSA Admission Desk staff who completes and sends out a pick-up order to the appropriate LE agency
6. LE picks up the patient and transports to PSA within 24 hours. If patient is not received at PSA within 24 hours, the petition is declined/dropped. PSA staff, ER staff and petitioner will discuss patient status and appropriate next steps.