



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PSYCHOLOGICAL ASSESSMENT AND EVALUATION

Effective Date: February 23, 2011

Policy #: PGS-01

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- I. PURPOSE:** To describe psychological assessment and evaluation services at MSH.
- II. POLICY:**
 - A. Psychological assessment and evaluation services are provided at MSH by qualified staff, in accordance with professional and ethical standards of the American Psychological Association (APA) and relevant Montana statutes.
 - B. The assessment process is initiated with a prescribing professional's written referral specifying the referral question or issue. When referral issues in criminal cases are related to orders to evaluate from a district court, the assigned Psychologist will work with the forensic Psychiatrist to complete the forensic evaluation in accordance with relevant Montana statutes.
 - C. Choices about which assessment and reporting procedures to use, including selection and administration of psychological tests, are left to the discretion of the Psychologist assigned.
 - D. Information compiled in the psychological assessment process may be used by the court and the patient's treatment team to formulate recommendations for treatment, discharge planning, and the disposition of criminal cases. Psychological reports become a permanent part of the medical record. Raw data from testing is archived in a central psychology testing file. When a patient is readmitted, a copy of the most recent psychological evaluation will be included in the current medical record.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Psychologist is responsible for coordinating psychological assessments through the Chief of Psychology.
 - B. Prescribing professional is responsible for signing the referral for psychological assessments.

V. PROCEDURE:

- A. Trigger Criteria for psychological assessment may include but are not limited to the following:
 - 1. A court order to determine fitness to proceed and/or other issues, including criminal responsibility and/or dangerousness;
 - 2. Questions about cognitive functioning;
 - 3. Evaluation for recommitment;
 - 4. Diagnostic or other treatment relevant evaluation questions.
 - 5. Question regarding the patient's capacity to function in various specified roles.
- B. Psychological assessment and evaluation will be initiated by completion of the Behavior Services Referral Form, which will be signed by the prescribing professional and forwarded to the Chief of Psychology.
- C. The Chief of Psychology will assign the evaluation to a qualified staff member.
- D. If hospital staff is not able to complete the requested testing, the licensed prescriber may contact the Associate Hospital Administrator about the possibility of requesting testing from a qualified person outside of the hospital.
- E. The disposition of the referral and the date assigned will be noted on the bottom of the referral form, the disposition will be entered into the Behavioral Services Tracking Spreadsheet by the Chief of Psychology, and the original referral form will be returned to the patient's treatment unit to be placed in the patient's chart under the "Psychology" tab.
- F. The results of testing should be provided to the referring prescriber and entered into the clinical record at the earliest possible time. Information may be entered into the record in the form of a progress note and/or formal written report. Generally, completion of testing procedures should trigger a review of the patient treatment plan so that findings and recommendations can be used for the benefit of the patient by modifying treatment goals and interventions.
- G. All other procedures related to psychological assessment and evaluation described in the current version of the Psychology Department Service Plan and Operations Manual are to be followed.

VI. REFERENCES: HCFA 482.62 (e); Psychology Department Service Plan and Operations Manual.

VII. COLLABORATED WITH: Chief of Psychology, Associate Hospital Administrator, Medical Director

Montana State Hospital Policy and Procedure

VIII. RESCISSIONS: PGS-01, *Psychology Assessment and Evaluation* dated February 11, 2011; PGS-01, *Psychology Assessment and Evaluation* dated May 3, 2007; PGS-01, *Psychology Assessment and Evaluation* dated October 24, 2003; PGS-01, *Psychology Assessment and Evaluation* dated February 1, 2000; HOPP #13-061.031379, Psychological Assessment and Evaluation dated March 13, 1979.

IX. DISTRIBUTION: All hospital policy manuals.

X. REVIEW AND REISSUE DATE: February 2014

XI. FOLLOW-UP RESPONSIBILITY: Chief of Psychology

XII. ATTACHMENTS: [Behavioral Services Referral Form](#);
[Behavioral Services Referral Form Procedure](#)

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John W. Glueckert Date
Hospital Administrator

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Thomas Gray, MD Date
Medical Director