

**Management of Statewide Inpatient Psychiatric Programs (SIPP) and
Therapeutic Group Home (TGH) Application Packets**

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to monitor placements of Statewide Inpatient Psychiatric Programs (SIPP) and Therapeutic Group Homes (TGH) for youth who are not involved in the child welfare system of care.

Purpose

The purpose of this policy is to provide a description of the procedure for admissions and discharges of SIPP and TGH for youth who are not involved in the child welfare system of care.

Procedure

1. The CMH Clinical Program Specialist:
 - A. Monitors placement status of SIPP and TGH in the five circuits of the Suncoast Region.
 - B. Coordinates SIPP admissions and discharges with each SIPP and TGH provider.
 - C. Ensures completion of SIPP admission referral packet and other appropriate paperwork.
 - D. Works with the Florida Medicaid Managed Medical Assistance (MMA) program and other community stakeholders to ensure appropriate discharge planning and transition of children returning to the community.
 - E. Maintains admission and discharge paperwork provided by each provider of SIPP and TGH ensuring adherence to record-keeping policy and procedure.
 - F. Ensures receipt of and reviews all TGH and SIPP documents.
 - G. Provides a monthly report to the Network Development and Clinical Services (NDCS) Senior Program Manager on utilization of SIPP and TGH waitlist and census. This report is utilized in the NDCS quarterly reports.
 - H. Coordinates with the MMA program or specific insurance provider of the individual for any out-of-region requests and transfer requests applicable to admission to SIPP or TGH. MMA programs are responsible for the actual transfer of youth and manage out-of-region placement requests.

2. The NDCS Senior Program Manager and CMH Clinical Program Specialist coordinate with state agencies and specified stakeholders if programs are placed on admission holds, moratoriums or closures.

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