

Name of Policy: Diagnostic Assessment Policy Number: 3364-160-CR-101 Approving Officer: Chief Executive Officer Responsible Agent: Chair, Department of Psychiatry Administrative Director Scope: Outpatient Clinic - Psychiatry		 Effective date: August 1, 2026 Original effective date: January 1998	
Key words: psychiatry, informed consent, risk, benefit, minors, assessment, evaluation			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

A comprehensive diagnostic assessment must be completed prior to the initiation of any mental health services, and in a timely manner as required by the ambulatory health record documentation completion policy. The only exceptions to this would be the delivery of crisis intervention mental health services or pharmacologic management services as the least restrictive alternative in an emergency situation.

(B) Purpose of Policy

Since a complete and accurate assessment drives the identification and delivery of patient/client care, treatment, and services needed, the purpose of this policy is to ensure a procedure is in place to obtain the necessary information to facilitate appropriate care.

(C) Procedure

(1) The initial diagnostic assessment process must, and subsequent diagnostic assessments may, include:

(a) The presenting problem, i.e., individual's perception of their needs and goals for care.

- (b) Screenings to assist in evaluating mood, anxiety, trauma, abuse, neglect, or exploitation, and other symptom domains, as deemed appropriated by the clinical provider.
 - (c) An age-appropriate psychosocial history, including emotional and behavioral problems and assessment, taking into account multicultural/ethnic influences.
 - (d) A diagnostic impression and treatment recommendations.
- (2) As determined by the provider, any other clinically indicated areas should be assessed.
 - (3) Family and/or guardian involvement is facilitated throughout the process as applicable.
 - (4) Individuals are re-assessed as needed.
 - (5) Diagnostic assessments may be accepted from prior evaluations that are less than twelve months old. The clinical record shall reflect that such assessments have been reviewed and updated when appropriate prior to the initiation of any mental health services.

Approved by:

/s/

Daniel Barbee
Chief Executive Officer

Date

Policies Superseded by this Policy:

- ODMH-CR-101

Initial effective date: January 1998

Review/Revision Date:

July 2002
July 2004
August 2005
August 2007
September 2, 2010
November 12, 2013
January 6, 2014
April 7, 2014
February 10, 2017
February 1, 2018
July 18, 2019

/s/ _____ Robert Smith, MD, PhD Chair _____ Date /s/ _____ Stephanie Calmes, Ph.D., LPCC- S, LICDC-CS Administrative Director _____ Date <i>Review/Revision Completed by: Department of Psychiatry Administration</i>	June 26, 2020 August 1, 2023 August 1, 2026 Next review date: August 1, 2029
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