

**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, 2023

**Original effective date:** January 1998

Key words: psychiatry, informed consent, risk, benefit, minors

	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, exploitation, and other symptom domains, as deemed appropriate 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.

<p><b>Approved by:</b></p> <p>/s/ _____</p> <p>Rick Swaine, CPA Chief Executive Officer</p> <p>April 26, 2023 _____</p> <p>Date</p>	<p><b>Policies Superseded by this Policy:</b></p> <ul style="list-style-type: none"><li>• <i>ODMH-CR-101</i></li></ul> <p>Initial effective date: January 1998</p> <p>Review/Revision Date:</p> <p>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</p>
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	<p>June 26, 2020 August 1, 2023</p> <p>/s/ Robert Smith, MD, PhD Chair</p> <hr/> <p>Date</p> <p>/s/ Lindsay Watson, LSW, MBA Administrative Director</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Department of Psychiatry Administration</i></p>
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