Name of Policy:	**Diagnostic Assessment**	
Policy Number:	3364-160-CR-101	
Department:	Psychiatry	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chair/Medical Director Department of Psychiatry Administrative Director Department of Psychiatry	**Effective Date**: 08/01/2023
Scope:	OP-Clinic-Psychiatry	Initial Effective Date: 1/1998

_____	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., individuals 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 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:		**Review/Revision Date:**
/s/ Richard Swaine Chief Executive Officer - UTMC	04/26/2023 Date	07/2002 07/2004 08/2005 08/2007 9/2/2010 11/12/2013 01/06/2014 04/07/2014 02/10/2017 02/01/2018 07/18/2019 06/26/2020 4/7/2023
/s/ Rob Smith, MD, PhD Interim Chair/Medical Director Department of Psychiatry	Date	
/s/ Lindsay Watson MSW, LSW, MBA Administrative Director Department of Psychiatry	Date	
Review/Revision Completed By: *Agency Administration*		**Next Review Date:** 04/7/2026
Policies Superseded by This Policy: ODMH-CR-101		