

Referral, Intake and Treatment Protocol

The Mental Health Center of Greater Manchester (MHCGM)

Draft

School Facilitated or Supported Referral

Initial Contact:
Call Received by MHCGM
Scheduling Specialist Takes General Information
Schedules an intake appointment with an Intake Clinician within one week
Tells parent what to bring/ when to arrive/ where to go/ who with

Intake Appointment:
Intake Clinician completes intake assessment with parent and youth
Approximately 1 to 2 hours
Intake Clinician then presents case at Admissions Conference

Admissions Conference:
Internal meeting with coordinators, clinicians; psychologist and psychiatrist
Determines referral to 'Team' that matches to level of care needed
Assigned to Team's for Clinician Assignment

Clinician Assignment:
Each Team meets to review case and assign to clinician best matched to family

Level 1 Team:
In-Office Treatment Only

Level 2 Team:
In-Office Treatment w/ minimal Case Management

Level 3 Team:
Mix of Community Based or Office-Based Tx with options for Case Management

Level 4 Team:
Family Intensive Treatment
Community-based Supports
Home or In-Office Therapy
Case Management

Clinician and Family develop written Treatment Plan
With goals and objectives and a review process