

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	10-05
	Effective Date	10/2009
	Revision Date	07/2017
Title: Clinician of the Day Protocol		Functional Area: Administration
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

**Background/Context:**

The Juvenile Justice Institutions Mental Health Team (JJIMHT) Program Coordinator is responsible for a wide range of supervisory and administrative duties, including administration of the County-operated mental health programs and services provided to youth detained in the Youth Detention Facility (YDF); supervision of programs and functions that are County-wide and department-wide in nature; evaluation of services and programs; and supervision of direct mental health client care.

While the JJIMHT Program Coordinator is available for consultation to JJIMHT members 24 hours a day and 7 days a week, the Program Coordinator assigns a clinician to function as the Clinician of the Day in his/her absence from the YDF. The Clinician of the Day shall oversee the customary operations related to providing services to detained youth.

**Purpose:**

The objective of this policy and procedure is to define the role clinicians assigned as the Clinician of the Day shall perform in the absence of the JJIMHT Program Coordinator.

**Details:**

1. Morning Clinician of the Day
  - A. The morning Clinician of the Day performs the following duties:
    - Obtain in-coming correspondence from the Mental Health Team box located in the Intake/Booking area.
    - Unlock the chart room, supply room and turning over clipboards.
    - Distribute one copy of the Daysheet to the Program Coordinator, the Senior Office Assistant (SrOA) and each Daysheet clipboard. Two days of Daysheets should be kept on each clipboard.
    - Distribute Special Housing Log and Inmate Information per Housing Location report to corresponding clipboards, remove previous copy and place in shred box.

- Check the Custody Intake Report in the Daysheet and confirm all youth booked into the facility have been seen or referred to mental health. Make referrals for any youth for which a referral has not been received.
- Check the Current S-3 List for youth for whom mental health referrals are needed and generate to ensure compliance with S-3 and S-5 policy.
- Update the Current S-3 List on Mondays and Thursdays, transferring dates last seen to the new list and place the previous list in the file cabinet.
- Generate the Daily Unit Rounds List (carefully checking the S-3 List for housing moves and remove youth released the previous day), the Daily Facility Roster and place on corresponding clipboards. Place the previous Daily Rounds List in the SrOA's box to be scanned.
- Triage all mental health referrals to ensure compliance with related timelines, place in corresponding order and referral bin. Monitor referrals received throughout the shift to ensure new referrals are placed in the appropriate order for follow-up.
- In absence of the SrOA, check for voice messages on the main line and relay information as appropriate.
- Monitor the need to politely request that a particular clinician respond to an emergency referral or other circumstances requiring more immediate response.
- Be available for consultation with other disciplines and/or clinicians as necessary. Consult with the program psychiatrist for clinical support.
- Consult with the Program Coordinator or Program Manager, by phone or email, whenever possible and appropriate.
- Coordinate with the evening Clinician of the Day to ensure Daily Unit Rounds, Culture Card, Case Plans and any High Impact Check-Ins are completed or politely assigned.

## 2. Evening Clinician of the Day

### A. The evening Clinician of the Day performs the following duties:

- Coordinate with the morning Clinician of the Day to ensure Daily Unit Rounds, Culture Card, Case Plans and any High Impact Check-Ins are completed or politely assigned.
- Triage all mental health referrals to ensure compliance with related timelines, place in corresponding order and referral bin. Monitor referrals received throughout the shift to ensure new referrals are placed in the appropriate order for follow-up.
- In absence of the SrOA, check for voice messages on the main line and relay information as appropriate.
- Monitor the need to politely request that a particular clinician respond to an emergency referral or other circumstances requiring more immediate response.
- Be available for consultation with other disciplines and/or clinicians as necessary. Consult with the program psychiatrist for clinical support.

- Consult with the Program Coordinator or Program Manager, by phone or email, whenever possible and appropriate.
- Lock the chart room, supply room and turn clipboards, referrals left in the referral bins face-down at the end of the shift.
- Ensure any information related to a circumstance that will carry over to the next shift is passed to those on the next shift.

3. Schedule

- A. The Program Coordinator shall post a Clinician of the Day schedule with the monthly staff schedule.
- B. In the event a clinician requests time off on a day previously assigned to be the Clinician of the Day, the clinician is responsible for requesting another to cover and report the change to the Program Coordinator.
- C. In the event a clinician is unable to make their shift on a day assigned to be the Clinician of the Day, the Program Coordinator will assign coverage.

**Related Policies:**

BHS-CMH-YDF-06-01-Mental Health Services Protocol

BHS-CMH-YDF-06-06-Psychiatric Hospitalization

BHS-CMH-YDF-06-07-Daily Unit Rounds

BHS-CMH-YDF-06-10-Institutional Assessment and Plans

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