

## **Guidelines for Addendums to Best Practice Psychiatric/Psychological Evaluations**

The initial and continued stay Best Practice (BP) Evaluation is good for 30 days for RTF and 45 days for IRT. For BHRS the initial BP evaluation expires after 60 days and the continued stay evaluation after 45 days. A prescriber may extend an initial or continued stay evaluation for RTF, IRT or BHRS for an additional 30 days by performing an addendum to the evaluation within 14 days (before or after) the expiration of the evaluation. STAP may also be added to an extended (> 4 months for children with ASD) authorization for BHRS with an addendum. An addendum must include the following:

1. A face to face interview between the prescriber of the expiring evaluation or evaluation for an extended BHRS authorization and the child and his/her parent(s) or guardian(s)
2. A brief update of the present concerns highlighting any changes in symptoms, behaviors, and a current picture of the child stressors since the evaluation date
3. A new Mental Status Exam
4. A list of current psychotropic medications, dosages, side effects, etc.
5. A 5-Axis Diagnosis
6. Recommendations including:
  - a. Specific behavioral health service recommendations listing the type, amount and duration of services
  - b. The rational and clinical direction for behavioral health services
  - c. Recommendations involving other service systems as necessary, i.e., medical, school/vocational, MR, CYF, JPO, D&A
  - d. Recommendations for natural and community supports
  - e. Identification of discharge criteria and criteria and plan to begin decreasing the intensity of services