

**MEMORANDUM OF UNDERSTANDING
BETWEEN SAN MATEO COUNTY BEHAVIORAL HEALTH AND RECOVERY
SERVICES DIVISION AND SETON MEDICAL CENTER**

The purpose of this Memorandum of Understanding (MOU) is to describe and make explicit the agreement between the San Mateo County Behavioral Health and Recovery Services Division and Seton Medical Center regarding the designation of Seton Medical Center as a 5150 facility.

1. Exhibits and Attachments

The following exhibits and attachments are attached and incorporated into this MOU by this reference:

Attachment 1: DHCS_1010_Involuntary Detentions Reporting Form and Instructions

Attachment 2: Discharge Planning Instructions, Draft, Version 12-19-17, Seton

2. Background Information

Through this Agreement, San Mateo County Behavioral Health and Recovery Services Division (BHRS) designates Seton Medical Center as a 5150 facility. The designation allows Seton Medical Center to receive patients on a 5150 hold that meet Seton's admissions criteria and are in need of treatment at a geropsych facility. The designation authorizes the Seton Medical Center to provide psychiatric evaluation and treatment of persons on a 5150 hold that can be served by the program and meet the admissions criteria as determined by Seton Medical Center. This designation conforms to the requirements of BHRS Policy 90-09: 5150 Designated Facilities, and California Welfare & Institutions Code Section 5150, which are incorporated into this Agreement by reference herein.

3. Term and Termination

3.1 Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from January 2, 2018 through January 3, 2019. This Agreement will automatically renew annually for a one year term upon review by the BHRS Designated Facility Review Team.

3.2 Amendment/Modification Process

All subsequent modifications or amendments shall be in writing and signed by the parties.

3.3 Termination

This Agreement may be terminated by either party at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

4. Applicability of Designation

The designation is only valid if Seton Medical Center's Geriatric Behavioral Health Unit is State licensed, approved by the County of San Mateo, satisfies any and all conditions set forth within, and satisfactorily completes an annual review conducted by the BHRS Designated Facility Review Team.

4.1 Annual Review

The annual review will include at a minimum review of the treatment milieu of the facility, discharge procedures and plans, patients' rights procedures, medication monitoring, and quality of care issues. The annual review may result in the formulation of plans for improving any situation which needs attention and Seton Medical Center will participate in the plan development and comply with any requirements of the plan.

5. Regulations Compliance

Seton Medical Center shall comply with all applicable Federal and State regulations, and BHRS Policies & Procedures, including, but not limited to:

- a. File quarterly report (DHCS 1010: Involuntary Detentions Reporting Form (Attachment 1)) for disclosing involuntary detentions to the County.
- b. Maintain appropriate activities that afford patient due process, such as access to the Patients' Right Advocate, a process and location for 5250 hearings, Riese Hearings, and other applicable activities required as part of the patient's protection rights.
- c. Acquire and maintain staff certification for writing 5150 holds.

6. Conditions of Designation

The 5150 Designation for Seton Medical Center includes the following conditions that must be met during the period in which the designation is valid.

6.1 Coordination of Care

Seton operates the Geriatric Behavioral Health Unit, a hospital-based SNF, and a community-based SNF, all of which play a critical role in the continuum of care for patients with a mental health diagnosis with high regard for state of the art treatment and care. Seton Medical Center shall strive to coordinate care with the County of San Mateo in an effort to comprehensively meet the needs of our communities, which may include acceptance of patients into placement into the range of facilities operated by Seton Medical Center. Such placements will be appropriate, meet the criteria established by Seton, and not current patients of SMMC 3A/B (Inpatient). Seton Medical Center reserves the right to not accept said patients, but will endeavor to accept patients when appropriate.

6.2 Quarterly Meeting

To facilitate ongoing communication between BHRS and Seton Medical Center a condition of this designation is for the two parties to meet no less than quarterly to discuss at a minimum, designation issues, inpatient issues, client flow, claims, compliance matters, and other issues that may arise from time to time. Meetings will be held at the main hospital campus. Minimum meeting attendees include the Medical Director and/or Deputy/Assistant Medical Director for BHRS and Seton, Program Director for the Geriatric Behavioral Health Unit, Seton Administration Representative, and the BHRS Assistant Director.

6.3 Out-of-County Placements

Patients admitted to the Geriatric Behavioral Health Unit from counties other than the County of San Mateo, shall be discharged back to the placing County or County of Residence from the Unit or other necessary levels of care. Under no circumstances shall out of county placements become the responsibility of the County of San Mateo. Any transportation costs associated with these placements will not be borne by the County.

6.4 Admission Criteria

Psychiatric holds may only be transported to Seton Medical Center if the patient meets admission criteria and Seton concurs with the transfer, or is transferred internally within the Seton system of care due to the specialization of the program. Under no circumstances shall law enforcement transport 5150 Holds to Seton Medical Center unless Seton authorizes acceptance of the patient on the hold. Law enforcement and others authorized to issue a 5150 Hold should always coordinate with the San Mateo Medical Center Psychiatric Emergency Services as the entryway to the County Inpatient System of Care. Holds issued by law enforcement for agencies in the northern portion of the County can be transported to Mills Peninsula Hospital and Psychiatric Emergency Services. Seton Medical Center shall provide upon receipt of this designation the admission criteria for the Geriatric Behavioral Health Unit to the County and upon any changes to the criteria and within 30 days of the criteria change.

Upon admission to the inpatient unit, the BHRS Hospital Liaison will make contact with Seton staff to establish communication with the County and coordinate placement to lower levels of care. To the extent feasible, the BHRS Hospital Liaison will assist with the referral of patients to Seton Medical Center from either SMMC PES or Mills-Peninsula PES in the County using the admission criteria.

6.5 Discharge Planning

When patients are residents of the County of San Mateo and known to BHRS, staff at the Geriatric Behavioral Health Unit will contact the BHRS

ACCESS Call Center prior to discharge in order to coordinate care across the levels of care. When discharging a patient with medications prescribed by Seton Medical Center during the inpatient stay, staff shall provide for a doctor to doctor consult. Doctor to doctor consults can be scheduled through the ACCESS Call Center or the Therapist on Duty at a County Regional Clinic, if the client is known to the clinic.

When patients are residents of the County of San Mateo and known to BHRS, the Discharge Planning Instructions, Attachment 2, shall be followed by Seton Medical Center. To assist with the identification of patients that are residents of San Mateo County and known to BHRS, the County shall provide access and basic training to the BHRS Electronic Health Record. Users granted access shall meet credentialing criteria and are subject to all local, state, and federal regulations concerning confidentiality, HIPAA, and protected health information.

6.6 Training and Certification

Seton Medical Center shall assure that staff working the Geriatric Behavioral Health Unit have been trained and certified to write 5150 Holds in sufficient numbers so that no work shift is without properly trained and certified staff. Seton Medical Center shall work with the County to maintain an adequate number of trained and certified staff ongoing.

6.7 Specialty Psychiatric Health Facility

The County of San Mateo recognizes that Seton Medical Center operates a specialty geriatric behavioral health unit designed to treat persons 65 years of age and older and that patients admitted into this facility will meet the age requirement and other admissions criteria. Seton Medical Center recognizes that as a designated facility, the specialty geriatric behavioral health unit operates within a greater network of inpatient facilities in the County of San Mateo.

Along with the San Mateo Medical Center and Mills Peninsula Hospital, Seton Medical Center brings services to this network for older adults. Mills Peninsula Hospital brings services to this network for children and youth. The San Mateo Medical Center operates as the hub of this network of inpatient care and as the safety net for those who may not otherwise afford care. This creates an expectation that Seton Medical Center coordinate with this network as may be necessary and in ways that satisfy the individual charge of Seton Medical Center and the other hospitals in this network so as to assure that County residents receive coordinated care in the most appropriate facility if available at the time of placement. This does not create a requirement that Seton Medical Center must accept transfers from within this network, only to the extent that such a transfer would benefit County residents and satisfy the requirements of Seton Medical Center. This creates an expectation that Seton Medical Center actively participate in the local network to help plan and coordinate

inpatient services generally.

6.8 Compliance and Conditions

The County of San Mateo shall monitor compliance with the conditions set forth in this document through the BHRS Compliance Officer. Results of the ongoing monitoring shall be reported and discussed at the regular quarterly meetings. Such issues may result in a plan of correction, which if necessary, will be developed by Seton Medical Center and submitted to the Compliance Officer for review and approval.

9. **Contact Information**

The following is contact information of the persons responsible from each party/entity for the completion and maintenance of this MOU:

9.1 San Mateo County Behavioral Health and Recovery Services

Name: Scott Gruendl, Assistant Director
Address: 2000 Alameda de las Pulgas, Suite 235
San Mateo, CA 944003
Telephone: (650) 573-2491
Facsimile: (650) 574-2481
Email: sgruendl@smcgov.org

9.2 Seton Medical Center

Name: Tina Ahn, Director for Business Development
Address: 1900 Sullivan Avenue
Daly City, CA 94015
Telephone: 650-991-6534
Facsimile: 650-991-6098
Email: TinaAhn@verity.org

~ Signature page to follow ~

Effective Date and Signatures:

This Agreement shall be effective upon the signature of BHRS and Seton Medical Center authorized officials.

For County:

For Seton Medical Center:

David A. Young, PhD, MPH
Director, Behavioral Health & Recovery Services

Mark Fratzke, CEO
Seton Medical Center/Seton Coastside

Date

Date

Robert Cabaj, MD
Medical Director, Behavioral Health & Recovery Services

TBD
Medical Director, Seton Medical Center, Geriatric Behavioral Health Unit

Date

Date

Scott Gruendl, MPA
Compliance Officer, Behavioral Health & Recovery Services

TBD
Program Manager, Seton Medical Center, Geriatric Behavioral Health Unit

Date

Date