



What Has Changed with the New Referral Process to a Statewide Service (ACCU/IRTP/CIRT)?

Forms:

- ✓ There are no longer two (2) Request for Transfer forms (long and short versions). Now, there is only one (1) updated short form.
- ✓ The *Request to Transfer Form* and the *Referral Checklist* are user-friendly and pdf-fillable.
- ✓ Both forms are on the DMH website: [Transfer Protocols and Forms | Mass.gov](#)

Referrals:

- ✓ Referrals are no longer sent to five (5) DMH Areas. Now, all referrals are sent to DMH Central Office at: transferscreenings@mass.gov

Timeframes:

- ✓ Specific duration of a thorough course of acute care is not prescribed (e.g. fourteen [14] days). Determination will be guided by the unique and necessary clinical requirements of the youth, instead of time.
- ✓ Ten (10) days of Progress Notes has been reduced to seven (7) days of Progress Notes.
- ✓ Within one (1) business day, DMH will respond to referrals sent to transferscreenings@mass.gov and identify any missing documents needed.
- ✓ Within five (5) business days of a completed referral packet, the DMH Area will conduct a screening.
- ✓ Within one (1) business day of approval, DMH will notify the Referring Party of the acceptance and the identified the Statewide Service.
- ✓ Within five (5) business days of approval, DMH will admit the youth to a Statewide Service vacant bed (provided no unforeseen obstacles).

Effectiveness of Changes:

- ✓ DMH will be monitoring the implementation of this new process closely and reviewing if additional changes are indicated.
- ✓ DMH will also be providing data to referring acute care facilities on the outcomes of this new process.