

**HEALTH CARE AGENCY/BEHAVIORAL HEALTH CARE  
ADULT OUTPATIENT MENTAL HEALTH SERVICES  
POLICIES AND PROCEDURES**

SECTION & PAGE: 600.03.01  
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APPROVED BY: *[Signature]*  
NEW \_\_\_ REVISED X

**SUBJECT:** Processing Applications and Maintaining  
Information Related to Designation of Authority  
to Initiate Involuntary Holds Under W&I Code 5150

CHANGE NOTICE: \_\_\_\_\_

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**PURPOSE:**

To outline the in-house procedure for processing applications and maintaining information related to designating authority to individuals to initiate involuntary holds under Welfare and Institutions Code 5150.

**SCOPE:**

This procedure applies to certain HCA/Behavioral Health Care employees, staff of HCA/Behavioral Health Care outpatient contract programs, Outreach Services employees of private treatment facilities, Medical Emergency physicians of private hospitals, HCA/Behavioral Health Care Service Chiefs, HCA/Behavioral Health Care outpatient contract Program Directors, Medical and Program Directors of private treatment facilities, HCA/Behavioral Health Care central adult outpatient and inpatient staff, HCA/Information Processing Technician, and the Orange County Behavioral Health Care Director.

**FORM REQUIRED:**

Application for Designation of Authority to Initiate Involuntary Holds under W & I Code 5150  
F 346-471 (R7/83)

**METHOD:**

- 1) HCA/Behavioral Health Care Employee, HCA/Behavioral Health Care Outpatient Contract Program Staff, Outreach Services Employee of a Designated Facility, or Medical Emergency Physician
  - a. Completes the form entitled, "Application for Designation of Authority to Initiate Involuntary Holds Under W&I Code 5150" providing all requested information.
  - b. Signs and date the form and routes it to his/her supervising HCA/Behavioral Health Care Service Chief (HCA employee), HCA/Behavioral Health Care Contract Program Director (Outpatient Contract Program staff), or the Medical or Program Director of a Designated Facility (Outreach Services employee or Medical Emergency physician).
- 2) HCA/Behavioral Health Care Service Chief, HCA/Behavioral Health Care Outpatient Contract Program Director, or Medical/Program Director of a Designated Facility
  - a. Reviews employee's request. If recommended, signs, dates and forwards the request for designation to the local Behavioral Health Care Director's office through the appropriate Deputy Director or designee. If not recommended, returns form to employee.
- 3) HCA/Behavioral Health Care Director or Designee
  - a. Reviews and verifies application information.
  - b. Makes a recommendation to approve or deny the request. If denied, states the reason(s) for denial and signs and dates the form.

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c. Forwards the form, through the chain of command, to the HCA/Behavioral Health Care central adult outpatient or inpatient staff responsible for coordination of 5150 designations.

4) HCA/Behavioral Health Care Central Adult Outpatient or Inpatient Staff

a. If the request has been approved, prepares a 5150 card; records initials, date, and the 5150 card number and expiration date, and forwards the card, pink copy of the form, and designation approval memo to the applicant. The canary copy of the form and a copy of the designation approval memo is also forwarded to the HCA/Behavioral Health Care Service Chief, HCA/Behavioral Health Care outpatient contract Program Director, or the Medical or Program Director. Forwards the white copy of the form to the HCA/Behavioral Health Care Information Processing Technician.

b. If the request has been denied, forwards the pink and canary copies of the form to the HCA/Behavioral Health Care Service Chief, HCA/Behavioral Health Care outpatient contract Program Director, or the Medical or Program Director of a designated facility. Manually files the original (white) form in the central administrative file of denied requests.

5) HCA/Information Processing Technician

a. Files the original (white) copy of the form and a copy of the designation approval memo in the applicant's central administrative file.

b. Inputs the appropriate information into the computer for the 5150 master control roster. Prepares an updated master control roster of designated staff and forwards it to the HCA/Behavioral Health Care central adult outpatient or inpatient staff for review.

6) HCA/Behavioral Health Care Central Adult Outpatient or Inpatient Staff

a. Reviews the 5150 master control roster for accuracy. Returns it to the HCA/Behavioral Health Care Information Processing Technician for revisions and/or filing.

7) HCA/Behavioral Health Care Information Processing Technician

a. Manually files the computerized 5150 master control roster in the central administrative file.

b. Generates a computerized list, on a biannual basis, of all individuals whose 5150 cards are due to expire.

c. Coordinates notification of expiration to designees in conjunction with the HCA/Behavioral Health Care central adult outpatient and inpatient staff.