



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

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REQUIREMENTS FOR REGISTERED NURSES IN ORDER TO CONDUCT A PSYCHIATRIC DIAGNOSTIC INTERVIEW	302.06	07/11/2016	1 of 5
APPROVED BY: <i>Robin Kay, Ph.D.</i> Acting Director	SUPERSEDES 200.04 09/15/2013	ORIGINAL ISSUE DATE 09/15/2013	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish the requirements, including training and evaluation mechanisms, necessary for Registered Nurses (RNs), Clinical Nurse Specialists (CNSs), and Nurse Practitioners (NPs), employed by the Los Angeles County Department of Mental Health (LACDMH) to conduct a Psychiatric Diagnostic Interview (PDI).
- 1.2 To ensure these established requirements include the elements in the AN EXPLANATION OF THE SCOPE OF RN PRACTICE INCLUDING STANDARDIZED PROCEDURES revised in July 1997 and January 2011 and issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing (Authority 1) and are in compliance with Medi-Cal Claiming Regulations, (as identified in the Short-Doyle/Medi-Cal Organizational Provider's Manual and Guide to Procedure Codes) (Authorities 2 and 3).

DEFINITION

- 2.1 **Authorized Registered Nurse:** A RN who has successfully completed the LACDMH mandatory formalized training on conducting a PDI.
- 2.2 **Psychiatric Diagnostic Interview:** An evaluation of a client's mental, physical, and emotional health used by LACDMH Authorized Registered Nurses to create a comprehensive psychiatric assessment, determine if a client meets medical necessity, and begin developing a treatment plan. In the LACDMH System of Care, this assessment includes formulating a diagnosis based upon the Diagnostic and Statistical Manual (DSM) of Mental Disorders. (Authority 4)
- 2.3 **Registered Nurse:** An individual with a current and valid license issued by the California Board of Registered Nursing to practice as a RN. For the purpose of this policy, RN also includes nurses with a CNS or NP Certification.



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- 2.4 **Standardized Procedures:** Policies and protocols developed through collaboration among administrators and health professionals, including physicians and nurses, by an organized health care system (Attachment 1) in compliance with California Code of Regulations Title 16 Section 1474 (Authority 5) and California Business and Professions Code Section 2725 (Authority 6).

POLICY

- 3.1 All RNs currently employed by the LACDMH and required to maintain their RN licenses as a condition of their employment shall complete the LACDMH mandatory formalized training on conducting a PDI within six (6) months of the original issue date of the policy or within three (3) months of the hire date if hired after that date.
- 3.1.1 Any missed classes in the formalized training session must be made up in order to complete the training and gain status as an Authorized RN to conduct a PDI.
- 3.2 Authorized RNs must follow the standards and requirements set forth in the Procedure Section of this policy also recognized as the LACDMH standardized procedure in order to conduct a PDI.

PROCEDURE

- 4.1 A PDI is conducted upon initial presentation of a client for mental health services and throughout the course of treatment or when there is a change in symptoms, behaviors, or impairments.
- 4.1.1 Documentation of findings obtained during a PDI is required and shall be entered into the client's Clinical Record by the Authorized RN.
- 4.2 In compliance with this policy, one of the following options must be utilized by all RNs to achieve standing as an Authorized RN:



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- 4.2.1 RNs currently employed by the LACDMH shall successfully complete the LACDMH mandatory formalized training on conducting a PDI within six (6) months of the original issue date of the policy.
- 4.2.2 RNs hired after the original issue date of this policy are required to successfully complete the LACDMH mandatory formalized training on conducting a PDI within three (3) months of the hire date.
- 4.3 The mandatory formalized training on conducting a PDI shall be provided by a multidisciplinary team comprised of staff qualified by licensure or standardized procedure to conduct a PDI. (Attachment 1)
- 4.4 The Program Support Bureau (PSB) Workforce Education and Training (WET) Division will post a certificate of completion of the LACDMH training on conducting a PDI on the Learning Net.
 - 4.4.1 The Authorized RN is responsible for providing a copy of the certificate of completion to his/her Program Head/designee to prove that he/she has successfully completed the training prior to conducting a PDI for the program's clients.
 - 4.4.2 The LACDMH-PSB Quality Assurance Division will maintain a listing of Authorized RNs.
- 4.5 Evaluation of the Authorized RN's clinical competence to conduct a PDI shall be determined during regular supervision in accordance with LACDMH Policy No. 400.02, Clinical Supervision (Reference 1) and annually during the Annual Performance Evaluation process.
- 4.6 Scope of Supervision
 - 4.6.1 LACDMH Staff qualified by virtue of their licensure to conduct a PDI shall provide supervision of the Authorized RN's performance in completing PDIs.



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- 4.6.2 The initial and continuing evaluation of the competence of the Authorized RN to perform PDIs will be determined through the ongoing supervision process specified in LACDMH Policy 400.02, Clinical Supervision. (Reference 1)
 - 4.6.2.1 The required Annual Performance Evaluation of an authorized RN shall include a specific statement by the rater attesting that the competence in conducting a PDI is maintained. (Authority 3)
- 4.7 If any specialized circumstances occurred during the course of conducting a PDI or any point thereafter applicable, the Authorized RN is to consult immediately with the client's physician. If the client's physician is unavailable or if the client is not assigned to a physician, the Authorized RN must consult with his/her supervisor. (Authority 3)
 - 4.7.1 Specialized circumstances while conducting an initial PDI include, but are not limited to:
 - 4.7.1.1 Signs and symptoms that do not clearly lead to a DSM diagnosis; and
 - 4.7.1.2 Diagnostic findings/observations outside of the usual assessment process.
 - 4.7.2 Specialized circumstances for conducting a PDI throughout the course of treatment when there is a change in symptoms, behaviors, or impairments include, but are not limited to:
 - 4.7.2.1 An acute exacerbation of the client's symptoms;
 - 4.7.2.2 Mental health problems that are not resolved as anticipated;
 - 4.7.2.3 Additional history, physical, laboratory, or other clinical findings that are inconsistent with the clinical formulation; or



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4.7.2.4 Upon request of the client or any other treating mental health staff.

4.8 To ensure coordination of care, the Authorized RN shall communicate the results of the PDI with the client's treatment team.

AUTHORITY (HYPERLINKED)

1. [AN EXPLANATION OF THE SCOPE OF RN PRACTICE INCLUDING STANDARDIZED PROCEDURES, State of California, Department of Consumer Affairs, Board of Registered Nursing, Revised 07/1997, 01/2011](#)
2. [SHORT-DOYLE/MEDI-CAL ORGANIZATIONAL PROVIDER'S MANUAL for SPECIALTY MENTAL HEALTH SERVICES under THE REHABILITATION OPTION and TARGETED CASE MANAGEMENT SERVICES](#)
3. [A Guide to Procedure Codes for Claiming Mental Health Services](#)
4. [Diagnostic and Statistical Manual of Mental Disorders, American Psychiatric Association](#)
5. [California Code of Regulations Title 16 Section 1474\(b\)\(5\)](#)
6. [California Business and Professions Code Chapter 6 Nursing Section 2725](#)

ATTACHMENT (HYPERLINKED)

1. [Multidisciplinary Workgroup Members/Clinical Policy Committee Review and Approval/Signatures](#)

REFERENCE

1. LACDMH Policy No. 400.02, Clinical Supervision

RESPONSIBLE PARTY

LACDMH Office of the Medical Director