

**Office of Health Care Quality  
Psychiatric Day Treatment Services  
Partial Hospitalization Program  
Tool**

<b>Licensee Name</b>			
<b>Name of Surveyor</b>		<b>Affiliation</b>	
<b>Agency Contact</b>			
<b>Contact Number</b>			
<b>Type of Survey</b>		<b>Date of Survey</b>	
<b>CSA</b>		<b>Contact Number</b>	
<b>Administrative Staff</b>			
<b>Program Director :</b>			
<b>Site 1</b>	<b>Site 2</b>		<b>Site 3</b>
<b>Psychiatrist</b>			
<b>Nurse</b>			
<b>Program Information</b>			
<b>1</b>	<b>Program Name</b>		<b>Type of PHP or PDP</b>
	<b>Program Address</b>		<b>Child/Adult</b>
	<b>Number of Residents</b>		<b>Gender</b>
<b>2</b>	<b>Program Name</b>		<b>Type of PHP or PDP</b>
	<b>Program Address</b>		<b>Child/Adult</b>
	<b>Number of Residents</b>		<b>Gender</b>
<b>3</b>	<b>Program Name</b>		<b>Type of PHP or PDP</b>
	<b>Program Address</b>		<b>Child/Adult</b>
	<b>Number of Residents</b>		<b>Gender</b>
<b>Program Overview</b>			
	<b>Site 1</b>	<b>Site 2</b>	<b>Site 3</b>
<b>Organizational and Administrative Structure 10.21.02.08</b>			
<b>Valid charter of incorporation</b>			
<b>Mechanism to assure community and consumer participation in the establishment of policies and procedures related to the operation of the program and</b>			

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for continuing review and evaluation of the implementation of policies. Can be advisory board or board of directors			
Policy & Procedure Manual of operations			
Policy & Procedure Manual for Personnel			
Mechanism for patients to register grievances and for appeal and review (10.21.02.09)			
There is an acceptable plan and procedure which fix responsibility for the care and treatment of the patient if an emergency occurs during the patient's stay within the day treatment service.(10.21.02.02B2)			
The treatment center shall have an agreement with at least one licensed general or psychiatric hospital to provide inpatient services as needed.			
Intensive non-residential psychiatric treatment for any part of a 24 hour period. Each client must receive at least 4 hours of consecutive treatment in a 24 hour period (10.21.02.01H)			
A variety of psychiatric modes shall be available, including psychopharmacological, occupational, and activity therapies, and other necessary medical, social and psychological services. (10.21.02.02B1)			
Under the auspices of a Psychiatric Unit located in a			

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Licensed Psychiatric Hospital or under the auspices of a Psychiatric unit of a licensed acute general hospital(10.21.02.02A)			
Mechanism for Outpatient Referral with written agreements when possible (10.21.02.02B4).			
PDP is required to define responsibilities of Utilization Review Committee (10.21.20.02B9).			
Utilization Review Committee which shall include one person who has no financial or other direct interest, past or present in the treatment of the patients or the operation of the program (10.21.20.02.B6).			
Utilization Review Committee shall review the treatment plans for patients who expected length of stay exceeds 30 full treatment day (10.21.20.02.B6).			
Programs for children separate from adults (10.21.02.02B8).			
<ul style="list-style-type: none"> <li>·Does the PHP or PDP utilize Seclusion/ Quiet room</li> <li>·Restrains as a treatment method? ·What Types of restraint utilized.</li> <li>·Number of times</li> </ul>	<ul style="list-style-type: none"> <li>Seclusion</li> <li>Quiet room</li> <li>Restrains</li> </ul>		
<b>Records 10.21.02.05</b>	<b>Client #1</b>	<b>Client #2</b>	<b>Client #3</b>
Secure place for records (10.21.02.06)			
Clinical records have sufficient information to: <ul style="list-style-type: none"> <li>1. identify the patient clearly</li> <li>2. to support the diagnosis</li> </ul>			

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3. to justify the treatment plan 4. to document the results accurately.			
Identifying information, including: 1. Name 2. Current Address 3. Telephone #'s of patient, relatives or guardian			
Presenting Problems			
Evidence of appropriate release of information procedures and informed consent, if applicable			
Within 4 working days of admission, every patient shall have an individual treatment plan, developed collaboratively by a multidisciplinary team, based on the patient's needs..			
The treatment plan shall record any physical condition which can affect the treatment plan.			
The treatment plan shall be signed by the psychiatrist responsible for its development and include the names of other team members involved in the development.			
Secure place for Medications (10.21.02.07) Article 43 §249 Annotated Code of Maryland			
<b>Patient Rights 10.21.02.08</b>	<b>Client#1</b>	<b>Client#2</b>	<b>Client#3</b>
Written Policies Describing Patient Rights			
Patient provided in writing: 1. Description of program 2. Admission and Discharge policies. 3. Explanation of charges 4. Methods of determining			

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fees.			
Patient given upon request, current information in regard to treatment and condition			
If receiving chemotherapy, informed of the effects of the medication, including benefits and possible side effects			
<b>Discharge Policies 10.21.02.04</b>			
Criteria for discharge established.			
Discharge criteria available to Utilization Review Committee			
Discharge criteria may include, but not limited to symptomatic improvement; readiness for participation in voluntary, educational, or vocational programs; achievement of treatment goals; inability to comply with program requirements; or need for 24 hour hospitalization.			
<b>Staffing 10.21.02.06</b>			
Training for Fire-Control equipment, fire escapes, and evacuation of persons in case of fire or other emergency (10.21.02.10)			
Fire Drills held on a regular basis (10.21.02.10)			
Multidisciplinary team including a Psychiatrist, a Registered Nurse, and Representatives of other appropriate disciplines, at least on a part-time basis			
Psychiatrist is responsible for overall patient care, and shall meet with staff weekly to review treatment plans			

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A registered nurse shall be on the premises throughout the treatment day. (10.21.02.02B5)			
Have a system of training for staff, including students			
If have volunteers have a system of screening and training volunteers			
Credentials/Licenses current			

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**Physical Plant Inspection**

Program		Date:	
		Time:	
<b>Building 10.21.02.10</b>			
Free from trash and debris/ Trash cans w/lids			
Equipment safe, free of unnecessary accumulations of unused furniture, equipment, linen, clothing, and similar items.			
Minimal equipment for a psychiatric day treatment center shall be adequate to meet the demands of the program according to the number of clients served. (10.21.02.10.Q)			
Hazards eliminated			
Building maintained in good condition			
All floors, walls, ceilings, windows, and fixtures kept clean			
Accessible to the handicapped.			
Lead free paint.			
Room temperature			
Space heaters/portable heaters prohibited.			
The facility shall provide janitors' closets with slop sinks.(10.21.02.1001)			
For hospital based programs there shall be at least one per 100 persons, one per resident building, or one per resident floor, whichever is most stringent. (10.21.02.1001B)			
For non-hospital based programs there shall be at least one per building. (10.21.02.1001A)			
Mops and supplies may not be stored on the floor in the closet. (10.21.02.1002)			
The closet is to be vented to the outside. (10.21.02.1003)			
Storage areas shall be provided and located according to efficiency of			

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scheduling, operation, and patient needs.(10.21.02.10.P)	
In each therapy area combined artificial and natural lighting shall provide a minimum illumination of 100-foot candles at work surfaces at all times when the center is in operation and at least 20-foot candles on stairways and corridors.( 10.21.02.10L)	
Glare shall be kept at a minimum.	
Adequate space to meet the requirements of program activities shall be available. Space for individual, group, occupational, and activity therapies and a kitchen area for patient use in acquiring and practicing ADLs.(10.21.02.10J1)	
Rooms with a total window area of less than 10 percent and an openable window area of less than 5 percent of floor area may be used only if there is provision for air exchange	
Comments:	
<b>Emergency/Safety</b>	
First Aid Kit	
Telephone One readily available-not pay telephone or locked telephone	
Evacuation plans (each floor)	
Smoke alarms(each floor)	
Fire extinguishers(each floor)	
Emergency numbers by all phones	
Stairways free from Obstruction	
Fire exit doors shall be in working order	
Facility free of mechanical and electrical hazards	
Non-slip surfaces and coverings shall be provided in risk areas.	
Poisonous and flammable products are prohibited unless stored in accordance	

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with State Fire Prevention Codes.	
Provisions for handicapped shall be according to the American National Standards Institute.	
All gas and electric appliances shall be installed and used according to applicable code.	
Comments:	
<b>Sanitation</b>	
Garbage and refuse shall be kept in watertight metal containers with tight fitting covers and shall be removed from the premises at frequent intervals.	
The facility shall be free of insects and rodents through an active pest-control program and elimination of garbage.	
There shall be one toilet and lavatory provided for every 10 persons of the same sex or fewer. (10.21.02.10K2)	
The lavatory shall be in close proximity to each toilet. (10.21.02.10K2)	
There shall be hot and cold running water, soap, and toilet paper in the bathrooms at all times. Hot water temperature may not exceed 125 degrees F.(10.21.02.10K4)	
Towels of the single-service type shall be provided or a mechanical hand-drying device. (10.21.02.10K3)	
The drinking water supply may not be located in the bathroom. (10.21.02.10K1)	
One drinking water facility shall be available for every 40 persons or fewer. 10.21.02.10K2)	
If food is prepared on the premises, the applicable sections of COMAR 10.15.03 re approved source of food, food temperatures/storage, storage of dangerous chemicals, handwashing, and	



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