

## **Santa Fe Recovery Center Policies and Procedures**

Policy Number: CCBHC 3a    Effective Date: 01AUG2024    Revision Date:  
PAD

### **Policy and Procedure: Psychiatric Advanced Directives (PADs)**

#### **Purpose:**

To establish a clear process for the creation, documentation, and implementation of Psychiatric Advanced Directives (PADs) at the Santa Fe Recovery Center (SFRC), ensuring that clients, including veterans, Native Americans, and individuals of all ages, have the opportunity to express their preferences for mental health care in the event they are unable to make decisions for themselves.

#### **Policy:**

The SFRC recognizes the right of clients to make decisions about their mental health care through the use of Psychiatric Advanced Directives (PADs). The clinic will assist clients in completing, updating, and implementing PADs, ensuring that these directives are respected and followed.

#### **Staff Responsible for the Implementation of This Policy and Procedure (in part or in whole) Include:**

This policy applies to all SFRC staff, including clinicians, case managers, and administrative personnel, who are involved in the care and treatment planning of clients.

#### **Procedure:**

##### **1. Intake and Admissions**

- a. During the intake process, staff will inform clients about the option to create a Psychiatric Advanced Directive.
  - i. A Psychiatric advance directive is executed by patients whose future decision-making capacity is at risk due to mental illness. In this type of directive, the individual indicates future mental health treatment preferences.
- b. Clients will receive educational materials explaining what a PAD is, its purpose, and how it can be used to outline their treatment preferences.
- c. Veterans:
  - i. Veterans will be informed about the importance of a PAD in coordinating care between the SFRC and the Veterans Affairs (VA) healthcare system.
  - ii. Provide specific information on how to include preferences related to military service, such as PTSD treatment and trauma-informed care.
- d. Native Americans:
  - i. Native American clients will be provided with information on how to include cultural and spiritual practices in their PAD.
  - ii. Encourage the inclusion of preferences for traditional healing methods and the involvement of spiritual leaders or healers.
- e. All Ages:
  - i. For minors, PAD discussions will involve parents or legal guardians, in compliance with New Mexico Administrative Code (NMAC) regulations.
    1. 14 and over can consent independently of guardians
  - ii. For elderly clients, special attention will be given to their preferences regarding the management of cognitive decline and decision-making capacity.

##### **2. Completing a Psychiatric Advanced Directives.**

- a. Staff will assist clients in completing a PAD by providing a standardized form and guidance on how to fill it out.

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- b. Clients will be encouraged to specify their preferences for medications, therapies, hospitalizations, and the designation of a healthcare proxy.
- c. Veterans:
  - i. Veterans will be assisted in including specific directives related to military-related mental health issues, such as the management of PTSD, preferred treatment settings, and contact with veteran peer support.
  - ii. Instructions on how to ensure the PAD is recognized by VA facilities will be provided.
- d. Native Americans:
  - i. Assist Native American clients in documenting their wishes for the inclusion of traditional practices, ceremonies, and the involvement of tribal healers.
  - ii. Ensure that the PAD reflects the client's cultural values and respects their spiritual beliefs.
- e. All Ages:
  - i. For minors, the PAD will be completed with the involvement of a parent or guardian, focusing on age-appropriate mental health care decisions.
  - ii. For elderly clients, staff will provide assistance in addressing concerns related to dementia, cognitive impairment, and long-term mental health care needs.

3. Psychiatric Advanced Directive

- a. Use the State of New Mexico Form from New Mexico HB 459

4. Documentation and Storage

- a. Once completed, the PAD will be documented in the client's electronic health record (EHR) and stored securely.
- b. A copy of the PAD will be provided to the client and, if applicable, to the designated healthcare proxy.
- c. Veterans:
  - i. Ensure that the PAD is shared with VA facilities and included in the veteran's VA medical record.
- d. Native Americans:
  - i. Ensure that the PAD reflects any traditional practices and that appropriate permissions are documented for sharing this information with spiritual leaders or tribal health departments.
  - ii. Ensure that the PAD is shared with IHS facilities.
- e. All Ages:
  - i. For minors and elderly clients, ensure that the PAD is shared with guardians or legal representatives as required by law.

5. Review and Update

- a. The PAD should be reviewed annually or whenever there is a significant change in the client's mental health status or treatment preferences.
- b. Clients will be encouraged to update their PAD as needed to reflect any changes in their wishes or circumstances.
- c. For minors, ensure that the PAD is updated as they transition into adulthood, with appropriate adjustments to reflect their growing autonomy.

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d. For elderly clients, review the PAD to address any changes in cognitive status or living arrangements.
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