Eligibility & Enrollment Unit (EEU)

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Unit Director
What is the EEU?

The EEU is DSAMH’s Gatekeeper for:

1. Psychiatric Hospitalizations
2. Utilization review of hospital stays for state pay individuals
3. Assignment of clients into ACT/ICM/CRISP/MH Group Home programs
4. Assignment into residential substance use treatment
5. Coordination with other departments (e.g.: kids aging out and in need of intensive adult services)
Regarding hospitalizations

- ALL 24-hour detentions come through the EEU
- ALL Civil commitments come through the EEU
- Voluntary hospitalizations *only* come through the EEU *if DSAMH is being asked to pay* for the hospitalization.
Voluntary Hospitalization

• If DSAMH is being asked to pay for a voluntary hospitalization, DSAMH will agree *only* if the individual meets dangerousness criteria but is agreeing to the hospitalization.

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Contacting the EEU: When and Why

• If you have an individual needing hospitalization, call the EEU to brief staff on the situation.
• Fax 24-Hour Detention and MH Screening forms to EEU.
• If you do not hear back from the EEU within an hour, please call to make sure there is not a problem.
• EEU will notify you with bed availability and contact information for the hospital with the available bed.
• You will then need to contact the facility--the facility may request additional information at that time.
EEU Contact Numbers

General Number 302-255-9458

- Hospitalizations 7 a.m.-3 p.m./Monday-Friday
  Call: 302-255-9453  Fax: 302-255-4416

- Hospitalizations 3-11 p.m./Monday-Friday
  Call: 302-255-9455  Fax: 302-255-9952

- Hospitalizations all other times
  Call: 302-255-9453  Fax: 302-255-9952
Paperwork EEU Needs

• Completed 24-hour detention form OR Civil Commitment Form
• Completed Mental Health Screening form
• Your contact information in the event of questions.
What does the EEU with your paperwork/request?

1. Paperwork is **reviewed for completeness**; if there are any questions, we may contact you for clarification/additional information.

2. Insurance information may be **verified**.

3. Bed **availability is determined**/hospitals contacted.

4. Person submitting paperwork is **contacted** with preliminary bed assignment.
Considerations in bed assignment

• Availability, availability, availability!
• DPC is always the first option/choice for uninsured individuals.
• Individual’s recent hospitalizations?
• Rotation among the IMD’s
• PLEASE CALL IF YOU HAVE ANY QUESTIONS, PROBLEMS OR CONCERNS.