

Eligibility & Enrollment Unit Involuntary Psychiatric Referral Policy

Division of Substance Abuse and Mental Health (DSAMH)

Policy Number: DSAMH031

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Prepared By: DSAMH Policy Committee

Applicability:

1. DSAMH-Operated Program
2. DSAMH State Providers
3. Delaware Psychiatric Center

Approved By: Joanna Champney, Director



Date Signed: June 24, 2026

I. PURPOSE

The purpose of this policy is to provide guidance on referring persons who are eighteen (18) years of age or older who are involuntarily committed to inpatient psychiatric care in the state of Delaware.

II. POLICY STATEMENT

It is the policy of DSAMH's Eligibility and Enrollment Unit (EEU) to ensure that all persons who require involuntary inpatient psychiatric treatment in the state of Delaware are treated fairly and according to Delaware law.

III. DEFINITIONS

"DPC" means the Delaware Psychiatric Center.

"DTRN" means the Delaware Treatment and Referral Network.

"ED" means emergency department.

"EEU" means the DSAMH Eligibility and Enrollment Unit.

"IMD" means Institutions for Mental Diseases.

IV. SCOPE

The policy covers all community providers, IMDs, DPC, and Mental Health Screeners referring and accepting clients.

V. PROCEDURES/RESPONSIBILITIES

- A. All involuntary 24-hour commitments must be processed by the EEU.
 - B. Referrals are received via the Delaware Treatment and Referral Network (DTRN). Individuals or programs without DTRN access can fax referrals to 302-622-4162.
 - C. Staff shall ensure that the 24-Hour Detention Form or Provisional Commitment is completed per Department of Justice standards. If it is not, staff shall contact the referral source, explain the error, and request that it be resubmitted before the client can be referred to a facility.
 - D. The following information must be included in all referral packets for involuntary admissions (24-Hour Detention or Provisional):
 - 1. A referral to receiving psychiatric facility. This includes 23-hour Crisis Stabilization Centers and IMDs.
 - 2. Referral packets must include:
 - a. 24-Hour Emergency Detention Form completed by a Certified Mental Health Screener or psychiatrist,
 - b. Proof of insurance status,
 - c. Proof of identification, if available
 - d. Medical screening examination, such as
 - i. History and Physical, as applicable
 - ii. ED Physician Report, as applicable
 - e. Demographic sheet, as applicable, and
 - f. Psychiatric Assessment/Evaluation, if available.
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VI. Reference

- A. Delaware Commitment Laws: Delaware Code Online [Title 16 Chapter 50](#)
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VII. POLICY LIFESPAN

This policy will be reviewed annually.

VIII. RESOURCES

- A. [24-Hour Emergency Detention](#)

B. [Psychiatrist Certificate for Provisional Hospitalization](#)

IX. RELATED POLICIES

- A. DSAMH032 EEU Voluntary Psychiatric Referral Policy
- B. DSAMH033 EEU Red Flags Policy