

**OLIVE VIEW-UCLA MEDICAL CENTER  
CLINICAL SOCIAL WORK  
POLICY & PROCEDURE**

**NUMBER: 3580  
VERSION: 2**

**SUBJECT/TITLE:** NEONATAL INTENSIVE CARE UNIT CCS PATIENTS

**POLICY:** The Clinical Social Work Department will provide services according to California Children's Services (CCS) guidelines in the Neonatal Intensive Care Unit (NICU).

**PURPOSE:** To define the role of the Clinical Social Worker in the Neonatal Intensive Care Unit.

**DEPARTMENTS:** All

**PROCEDURE:**

1. A psychosocial assessment is completed within two (2) working days of admission.
2. The clinical social work assessment will include an interview of at least one of the infant's parents or primary caretaker.
3. A treatment plan is developed with the parent(s) or primary caretaker(s) within five (5) working days of admission to the NICU.
4. Psychosocial assessment and ongoing progress notes are completed and documented on at least a weekly basis or more often as indicated. Psychosocial assessments include psychosocial data, significant changes in the infant's family, updates on implementation and results of the service plan, and plans to continue contact with the family for ongoing support.
5. Provide needed crisis intervention, brief therapy, support and assistance to positively adjust to the birth of a vulnerable newborn baby, bereavement counseling (as needed). Identify psychosocial issues affecting medical treatment.
6. Consult with other members of the patient care team to provide the best possible psychosocial care, while the child is in the NICU and during aftercare in the Pediatric Clinic.
7. Assist the family to work through the process and achieve the needed services for referrals to community agencies for psychosocial services if indicated, i.e., DCFS, Regional Center, Adoption, concrete services for basic needs.
8. Provide crisis intervention services for the families in the NICU, arrange and facilitate outpatient psychological follow-up treatment for the family if needed.
9. Participate in multidisciplinary patient care planning and teaching activities. Interact with and advise health care professionals regarding treatment issues, including attendance in weekly team and discharge planning meetings.

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- 10. Utilize appropriate community organizations and/or programs to meet the patient needs and models treatment so that the patient or the parent(s) can successfully transfer to community-based treatment if necessary.
- 11. Complete a discharge summary within 48 hours of admission.
- 12. Clinical social work notes shall be recorded in the infant’s chart (ORCHID) and are available to other NICU team members.
- 13. Case finding is encouraged.
- 14. After hours, Holidays Standby, and Call Back Clinical Social Work consultation and emergency services are available to provide 24-hour coverage for the NICU patients as needed.
- 15. A Licensed Clinical Social Worker (LCSW) must sign off all charting.

References: California Children Services. Clinical Social Work Department Assessment Policy.	
Approved by: Anne Robinson (Compliance Officer)	Date: 06/21/2017
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