

**CLINICAL CARE POLICIES - ADMINISTRATION  
LIMITATIONS OF SERVICES  
MASONIC CENTER FOR YOUTH AND FAMILIES  
POLICY NUMBER: 11  
Created: October 2010  
Adopted: December 16, 2010  
Revised: April 16, 2018**

**STATEMENT OF POLICY:**

The Masonic Center for Youth and Families (MCYAF) understands the importance of establishing and evaluating criteria for admission to the program to promote the delivery of safe and quality services. The purpose of this policy is to clearly delineate the types of client conditions that are treated at MCYAF and any limitations on the ability to provide services.

**PROCEDURE:**

1. MCYAF shall take necessary steps to evaluate youth/family/guardian for services at MCYAF.
2. All youths/families/guardians shall be informed at the time of the Intake Process (See Intake Policy) that MCYAF is not a crisis or drop-in agency. All clinicians' phones and out-going lines will have emergency phone numbers listed. Crisis phone numbers shall also be posted in the reception area and available in each clinician's office.
3. MCYAF shall accept youth between the ages of 4 through 24 who manifest behavioral, academic, emotional or social difficulties or other forms of distress who could benefit from MCYAF's services. MCYAF continues to serve individuals throughout the lifespan.
4. MCYAF has determined that certain conditions will not benefit from the service provided at MCYAF. Therefore, MCYAF shall not accept youth with the following issues into the treatment program:
  - Diagnosis of Intellectual disability
  - Basic inability to verbally communicate
  - Severe and ongoing substance abuse
  - Imminent risk to self or others or gravely disabled or
  - Severe organic or traumatic brain injury; significant level of neurological impairment

Youth with these presenting concerns will be provided with referrals to appropriate community agencies.

5. In addition to the conditions listed above, if the following conditions are identified through the course of the Intake or Assessment process, the case may be referred to other service providers:
  - Pervasive developmental disorder
  - Imminent risk for harm to self or others
  - Symptoms that require a higher level of care (i.e. IOP, hospitalization, residential treatment)
6. MCYAF will not participate in custody disputes. Families that require this level of intervention, and who require professional support with an ongoing legal dispute, will be given appropriate referrals. MCYAF's sessions are confidential and the content must not be disclosed. MCYAF

**CLINICAL CARE POLICIES - ADMINISTRATION  
LIMITATIONS OF SERVICES  
MASONIC CENTER FOR YOUTH AND FAMILIES  
POLICY NUMBER: 11  
Created: October 2010  
Adopted: December 16, 2010  
Revised: April 16, 2018**

clinicians will not testify in court unless under subpoena or court order. MCYAF clinicians will not give an opinion or recommendation with respect to child custody.

7. MCYAF will endeavor to work with the school districts as appropriate and indicated and will participate in an Individual Education Plan (IEP) to the extent possible. MCYAF will advocate for the youth and family to the best of their ability.

8. The Intake Coordinator will handle referrals expeditiously and efficiently. Referral information and guidance shall be documented in the electronic medical record.

**REFERENCES**

California Code of Regulations, title 22, sections 75325 (a)(1); 75331 (b)(2)