


**DEPARTMENT OF HEALTH  
WASHINGTON STATE BOARD OF NURSING  
PROCEDURE**

<b>Title:</b>	Intake	<b>Number:</b>	W33.02
<b>Reference:</b>	<a href="#">RCW 18.130.160</a> <a href="#">RCW 18.130.175</a> <a href="#">WAC 246-840-750</a> through <a href="#">246-840-780</a> Procedure W05		
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<b>Approved:</b>	 Yvonne Strader, BSN, BSPA, MHA, RN Chair Washington State Board of Nursing		

**PURPOSE:**

Washington Health Professional Services (WHPS) designs the intake process to be supportive of the nurse. WHPS focuses on establishing a cooperative relationship while ensuring the protection of the public.

WHPS case managers are responsible for gathering and analyzing the available information and formulating Program Participation Contract recommendations. While WHPS case managers base contract recommendations on the guidance contained in the WHPS procedures, they may individualize the contract terms dependent upon the nurse's circumstances and needs.

**PROCEDURE:**

- I. Intake interview by assigned WHPS case manager
  - A. The intake interview will include:
    1. A discussion regarding the nurse's history

2. Current situation
  3. The stipend and stigma program
  4. Program requirements
- B. Use active listening skills and motivational interviewing techniques.
- C. Document intake information in the electronic monitoring record, to include current demographic information, license status, circumstances of referral, substance use and treatment history, mental health, medications, and medical history.
- D. Provide a description of WHPS services and refer the nurse to the *WHPS Handbook* for additional program details.
- E. Review the Washington State Board of Nursing (WABON) processes and different referral types to the WHPS program (e.g. Voluntary, Referral Contract, Stipulation to Informal Disposition, Agreement to Practice Under Condition, Agreed/Final Order).

## II. Create the monitoring record in the monitoring database

- A. Complete intake interview form and document the following:
1. Demographic assessment
  2. Employment history
  3. Health history
  4. Psychiatric history
  5. Family/social history
  6. Current enrollment in an academic nursing or other healthcare program
- B. Attach collateral documents (e.g., complaint, legal orders, notice of legal representation, Prescription Monitoring Program (PMP) reports).
- C. The nurse will sign Release of Information authorization(s) allowing communication between WHPS and third parties as necessary.

## III. Substance Use Disorder (SUD) Evaluation

- A. The nurse will schedule an SUD evaluation. The WHPS case manager may refer the nurse for an integrated evaluation (SUD and mental health) based on history and current status.
- B. The WHPS case manager provides instructions to obtain a criminal history report and driving abstract.
- C. The WHPS case manager will fax or email the WHPS Evaluation Guidelines to the evaluation service.
- D. The WHPS case manager will provide collateral information to the evaluator to support the evaluation process.
- E. The SUD evaluator should complete the evaluation and forward the report within 30 days of intake. If WHPS does not receive the report within 30 days, the WHPS case manager contacts the SUD evaluator.

## IV. Stigma/Stipend Program

- A. The WHPS case manager will discuss the nurse's anticipated costs of participating in WHPS. The case manager will also inform the nurse of the availability of stipend funds available to defray up to 80% of those costs associated with program participation.
- B. The case manager will provide necessary information to the nurse to apply for funds as appropriate per Procedure W50.02 *Stigma/Stipend Program*.
- C. The case manager will also discuss the incentive to fully complete the WHPS program so that DOH can remove the references to discipline and associated documents from DOH Provider Credential Search. See Procedure W50.02 *Stigma/Stipend Program*.