

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.70.03	Page 1 of 3
	Original Effective Date: 01/22/10	New Effective Date: 04/20/18
	Supersedes: 500.70.03	Dated: 07/15/17
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: On-Call Mental Health Services		

POLICY

The Division of Adult Institutions shall ensure Psychological Services staff provide on-call mental health services.

REFERENCES

Wisconsin Administrative Code Ch. DOC 306 – Security
DAI Policy 500.70.10 Mechanical Restraints
DAI Policy 500.70.24 Clinical Observation

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

HSU – Health Services Unit

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist – Licensed, Psychological Associate, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker or any other clinical classification that is directly supervised by Psychological Services.

PROCEDURE**I. 24-Hour On-Call Services via PSU Staff**

- A. Each PSU shall have its own system for after-hours on-call coverage.
1. PSU staff shall provide the facility with their contact number for after-hours communications. They may use a personal device (cell phone or pager) or request use of a state-issued device from the facility.
 2. Security or HSU staff working within the institution after hours shall contact on-call PSU staff for observation placements, restraints evaluations, other clinical emergencies, and any needed consultation.
 3. On-call PSU staff shall respond to calls or pages as soon as possible, although no longer than 15 minutes after being contacted.
 4. If necessary to respond with a face-to-face contact with the inmate, on-call PSU staff shall do so within a clinically appropriate timeframe.
 5. The PSU Supervisor may be contacted if the on-call staff does not respond.

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- B. If an inmate is placed in clinical observation status after normal business hours, PSU staff shall conduct a face-to-face assessment within 16 hours of placement, or sooner if clinically indicated, as per DAI policy 500.70.24.
- C. If an inmate is placed in mechanical restraints after hours for clinical, medical or security purposes, PSU staff shall conduct a face-to-face assessment as soon as possible but no longer than two hours after receiving notification per DAI policy 500.70.10. Subsequent face-to-face assessments shall occur at least every 12 hours. This section does not apply to restraints for transportation as defined in Wisconsin Admin Code 306.10.
- D. Correctional centers shall have a designated institution assigned for PSU coverage for emergencies and triage of Psychological Service Requests. An inmate shall be transported to the designated institution by the correctional center if a clinical observation placement may be necessary.
- E. On-call PSU staff shall consult with the Psychologist Supervisor, treating Psychiatrist, Psychology Director, Psychiatry Director or Medical Director as needed.

II. 24-Hour On-Call Services by a Physician for Telephone Consultation

- A. The on-call physician's responsibility of coverage shall include back-up and support to PSU staff for mental health emergencies, especially those that involve medications, medical issues, or any other issue that requires evaluation by a physician.
- B. The on-call physician may contact the Mental Health Director, Psychiatry Director, Psychology Director or Medical Director for consultation on mental health emergencies or direct that the patient be transported to a local emergency room.

Bureau of Health Services: _____ **Date Signed:** _____
 James Greer, Director

_____ **Date Signed:** _____
 Paul Bekx M.D., Medical Director

_____ **Date Signed:** _____
 Mary Muse, Nursing Director

_____ **Date Signed:** _____
 Dr. Kevin Kallas, Mental Health Director

Administrator's Approval: _____ **Date Signed:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 01/22/10	DAI Policy Number: 500.70.03	Page 3 of 3
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Chapter: 500 Health Services		
Subject: On-Call Mental Health Services		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.