

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.70.14	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 04/17/12	<b>New Effective Date:</b> 04/08/24
	<b>Supersedes:</b> 500.70.14	<b>Dated:</b> 07/02/13
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 03/08/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Mental Health Multidisciplinary Teams		

**POLICY**

The Division of Adult Institutions shall establish mental health multidisciplinary teams to discuss PIOC who have mental health needs and develop plans of care.

**REFERENCES**

Executive Directive 35 – Confidentiality of Health Care Information Relating to Offenders, and Protection of Employees and Offenders from Communicable Disease.  
DAI Policy 500.50.01 -- Minimum Necessary and Duty to Mitigate HIPAA Standards.  
Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-A-08 – Health Record.  
Standards for Mental Health Services in Correctional Facilities, National Commission on Correctional Health Care, 2015, MH-A-08 Communication on Patients' Mental Health Needs.

**DEFINITIONS, ACRONYMS, AND FORMS**

BTO – Better Treatment Options Group

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-3602 – Mental Health Multidisciplinary Team Meeting Minutes.

DSM – Diagnostic and Statistical Manual of Mental Disorders, published by the American Psychiatric Association.

HCR - Health Care Record

Health Care Staff – PSU staff, HSU staff and Psychiatrists.

Health Services Unit (HSU) Staff – Employees classified as HSU Manager, Psychiatrist, Psychiatric Advanced Practice Nurse Practitioner, Physician, Physician Assistant, Pharmacist, Dentist, Nurse Practitioner, Optometrist, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Radiologic Technician, or any other clinical classification that is directly supervised by Health Services.

M-Team – Mental Health Multidisciplinary Team

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Mental Health Staff – PSU staff and DOC Psychiatrists

PIOC – Persons in Our Care

Protected Health Information (PHI) – Any written, electronic, or verbal health and demographic information, contained in any DOC record, about an individual transmitted or maintained in any medium that relates to a past, present, or future physical or mental health condition, provision of health care to an individual, or payment for health care.

PSU – Psychological Services Unit

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

Restrictive Housing (RH) – Secured housing unit where PIOC are separated from the general population and privileges and property are limited.

RH Review Team – A multi-disciplinary group of staff that meets weekly to review the status of PIOC in RH and make decisions as to programming, step movement, behavior management and other issues. The team may be comprised of: Corrections Program Supervisor or Security Supervisor assigned to RH, Health Service Manager, Psychiatrist, Psychologist Supervisor, Psychologist, Social Worker assigned to RH, Program Escort Officer, and security staff assigned to RH. The Warden shall designate one member to the group as chairperson. Complex cases, including those of great public interest, may involve Central Office representatives.

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. Composition of M-Teams**

- A. M-Teams shall include all available PSU staff and at least one representative each from Psychiatry, HSU and Security.
  1. The Warden/designee shall assign the security staff representative.
  2. Variations on this staff model shall be approved by the Mental Health Director.
- B. Other disciplines, such as Social Services, Chaplains or Teachers may attend as deemed appropriate by the Warden or M-Team members.
- C. The Psychologist Supervisor/designee shall chair the M-Team.
- D. M-Teams may coordinate discussion of selected PIOC with the RH Review Committee or other facility multi-disciplinary teams.

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## **II. Purposes of M-Team Meetings**

- A. M-Team staff shall meet weekly to discuss the treatment and management of PIOC with mental health issues, with a focus on those with difficult and/or complex concerns.
- B. M-Team members may share relevant information about PIOC with mental health issues in order to:
  - 1. Resolve differing perspectives.
  - 2. Develop a consensus understanding of PIOC mental health issues that may affect housing, work, disciplinary measures, program assignments and any additional issues deemed appropriate.
  - 3. Create and implement care plans that are consistent across disciplines.
  - 4. Assist housing unit staff to make proper observations, detect at-risk behaviors, and respond in an appropriate and timely manner.
- C. PIOC with the following problems or circumstances may be appropriate for review at M-Team meetings:
  - 1. Complex or unclear diagnosis.
  - 2. A history of self-injury, suicidal behaviors or chronic suicidal ideation.
  - 3. Disruptive behavior that may be related to mental illness.
  - 4. Developmental disabilities or other vulnerabilities.
  - 5. Currently in, or recently released from, clinical observation.
  - 6. Severe depression.
  - 7. Active psychosis.
  - 8. Mental or behavioral problems that require significant staff time or institution resources.
  - 9. Mental illness that impacts medical care.
  - 10. Suspected malingering or feigning of mental illness.
  - 11. Inappropriate seeking of medications.
  - 12. Nonadherence with psychotropic medications.
  - 13. Mental illness and recently placed in an RH unit.
  - 14. Referred to or recently released from the Wisconsin Resource Center.
  - 15. Currently on Chapter 51 commitment.
  - 16. Concerns regarding cognitive functioning
  - 17. Other problems or circumstances as determined by the team

## **III. Sharing of PHI in M-Team Meetings**

- A. DAI staff with a job-related need to know may have access to a PIOC PHI. M-Team members have a role-based need to know the information presented at M-Team meetings in order to fulfill their assigned job responsibilities.
- B. Health care staff may verbally communicate PHI to non-health care staff, although shall limit communication to the minimum amount of PHI necessary to achieve the purposes of the M-Team.

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- C. Non-health care staff may view specific documents contained in the Health Care Record when directly relevant to the purposes of the M-Team, although should not retain copies of the documents.
- D. The following may be communicated by health care staff at M-Team meetings:
  - 1. Behavioral history within DOC and the community, if relevant to current risk of harm to self or others, including past suicidal and self-harm behaviors.
  - 2. Current mental health signs, symptoms, or conditions that may be relevant to staff, including but not limited to psychosis, depression, significant anxiety and risk of self-harm and suicide.
  - 3. Past behavior when placed in RH status.
  - 4. Medical conditions when coordinated treatment requires the participation or awareness of other disciplines in the care and treatment of those conditions.
- E. When directly relevant, the following may be communicated with caution by health care staff:
  - 1. Mental health diagnoses and DSM codes.
  - 2. Family or social history.
  - 3. History of childhood abuse or trauma.
  - 4. Names of medications and dosages.
- F. The following may be communicated by any staff:
  - 1. Descriptions of PIOC behavior, attitude and statements.
  - 2. Medication compliance and non-compliance.
  - 3. Other relevant non-health care information.

#### **IV. Meeting Minutes**

- A. Designated members of the M-Team shall:
  - 1. Record minutes of the meetings using DOC-3602– Mental Health Multidisciplinary Team Meeting Minutes.
  - 2. Summarize any significant consultations and/or changes to a PIOC care and management in the PIOC HCR.
- B. Staff who receive copies of M-team minutes shall retain them in secure locations due to the PHI they contain. Access to copies of minutes shall be limited to staff with a clear job-related need to know the contents of the minutes.
- C. M-Team members shall decide how PHI is further communicated to facility staff within their corresponding discipline or to responsible administrators, doing so on a need-to-know basis.

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- D. M-Team members may consult with the DOC Health Information Supervisor or HIPAA Privacy Officer when questions arise regarding the sharing of PHI.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Emergency Medications and Antidotes		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

**V.**

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

**VI.**

- A.
- B.
- C.