

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.70.18	Page 1 of 5
	Original Effective Date: 09/26/05	New Effective Date: 05/13/24
	Supersedes: 500.70.18	Dated: 10/24/16
	Administrator's Approval: Sarah Cooper, Administrator – 04/29/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Mental Health Treatment – Restrictive Housing		

POLICY

The Division of Adult Institutions shall ensure PIOC in RH receive necessary, appropriate and timely mental health treatment. PSU staff shall provide mental health care to PIOC in an appropriate clinical setting and document all contacts in the PSU record.

REFERENCES

DAI Policy 303.00.02 – Restrictive Housing Programs and Review

DAI Policy 500.10.01 – Medical Autonomy

DAI Policy 500.30.16 – Restrictive Housing PIOC Health Care

DAI Policy 500.70.12 – Psychological Service Requests

DAI Policy 500.70.14 – Mental Health Multidisciplinary Teams

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-3035B – Psychological Services Request

DOC-3388 – Health & Psychological Rounds in Segregation

DOC-3473 – Psychological Services Clinical Contact

DOC-3659 – Mental Health Brief Notes

HCR - Health Care Record

HS P/P – Health Services Policy and Procedures

HSU – Health Services Unit

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

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Mental Health Codes – Designation made by PSU staff in WICS which identifies PIOC who are not on the mental health caseload (MH-0), on the mental health caseload but not with serious mental illness (MH-1), with serious mental illness (MH-2a and MH-2b) or Intellectually Disabled (ID).

Mental Health Staff – PSU staff and DOC Psychiatrists.

PIOC – Persons in Our Care

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

Restrictive Housing (RH) Round –Brief contacts, usually conducted at the cell front, with PIOC housed in RH conducted to ascertain the overall welfare of the PIOC, receive requests, address questions, and determine need for services.

Substantial Encounter – Contact between PSU staff and PIOC which involves a discussion of personal matters and has a larger scope than either an initial triage or a RH round.

Triage – The first discussion of a problem or complaint with PIOC, limited in scope to defining the nature and urgency of the problem or complaint.

WICS – Wisconsin Integrated Corrections System

Working days – All days except Saturdays, Sundays and legal holidays.

PROCEDURE

I. RH Initial Assessment

- A. PSU staff shall assess all RH PIOC who are coded as MH-2a, MH-2b or ID within one working day of placement in RH (or within one working day of transfer from another facility in RH status).
- B. This assessment shall consist of, at minimum, a review of the reasons the PIOC was placed in RH and a triage of any mental health issues to determine the PIOC psychological stability and the need for psychological services.
- C. This initial assessment shall be documented as a clinical contact note within the HCR.
- D. The triage phase of the initial assessment may take place at cell front. However, if there is a need for more substantial contact or the PIOC requests an out-of-cell interview, PSU staff shall accommodate the request as described in Section IV of this policy.

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II. PSU Services in RH

- A. PSU staff shall offer out-of-cell interview to PIOC in RH settings who have mental health codes of MH-2a, MH-2b or ID on the following schedule:
 - 1. For medium and fenced minimum facilities, at least once per week.
 - 2. For maximum security facilities, at least once per month.
 - 3. Group therapy or programming shall count as an out-of-cell contact.
 - 4. Refusal of an out-of-cell interview shall be documented in a Case Management note within the HCR.

- B. For MH-2a, MH-2b or ID PIOC who do not have an out-of-cell interview in a particular week, PSU staff shall conduct a brief cell-side contact.
 - 1. Document each RH round in HCR.
 - 2. Interact with PIOC in a confidential manner and provide the opportunity for PIOC to express mental health concerns.
 - 3. Promptly notify HSU staff of any urgent medical or dental problems that PIOC reports.
 - 4. Promptly notify security staff of any security concerns.

- C. PSU staff shall triage DOC-3035Bs on the same working day as received in accordance with DAI Policy 500.70.12.

- D. PSU staff shall develop and conduct in-cell and out-of-cell programming and treatment for PIOC with serious mental illness housed in RH, consistent with available resources and clinical needs.

III. Conflict Resolution

- A. Mental health staff shall notify the on-site Psychologist Manager or Psychologist Supervisor if they are unable to provide appropriate mental health care due to security issues.

- B. The on-site Psychologist Manager or Psychologist Supervisor shall consult with the RH Unit Supervisor and/or Security Director to resolve any conflicts between treatment and security needs.

- C. The Psychology Director, Psychiatry Director or the Mental Health Director in Central Office may be consulted for conflict resolution in accordance with DAI Policy 500.10.01.

IV. Maintenance of Confidentiality in RH Settings

- A. Mental health staff shall conduct interviews in a location and manner which offers privacy to PIOC in RH. Mental health staff and security staff shall coordinate their efforts to provide the required privacy.

- B. It is generally appropriate to triage mental health problems and conduct RH rounds at a cell front location.

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- C. An encounter may be conducted at the cell front if security staff has determined that removal of the PIOC from the cell would present a substantial security risk. The mere presence of the PIOC in the RH unit shall not be the sole determining factor of substantial risk.

- D. If PIOC in RH requests a private interview, mental health staff shall accommodate the request within a clinically appropriate time frame.
 - 1. The private interview does not need to be granted if security staff or mental health staff determine a security risk exists which would preclude an out-of-cell interview, or if there is evidence the PIOC intends to misuse the opportunity.
 - 2. If a request for an out-of-cell interview is not granted for one of the aforementioned reasons, mental health staff shall periodically review the request to determine whether such conditions continue to exist.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.70.18	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Mental Health Treatment – Restrictive Housing		
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.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other