

 <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: 10/24/16
	Supersedes: 500.70.18	Dated: 02/03/14
	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: Mental Health Treatment – Restrictive Housing		

POLICY

The Division of Adult Institutions shall ensure inmates in Restrictive Housing receive necessary, appropriate and timely mental health treatment. PSU staff shall provide mental health care to inmates 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 Inmate 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

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 that is directly supervised by Health Services.

Mental Health Codes – Designation made by PSU staff in WICS that identifies inmates who are not on the mental health caseload (MH-0), on the mental health caseload but

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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.

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 that is directly supervised by Psychological Services.

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

Substantial Encounter – A contact between PSU staff and an inmate 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 an inmate, 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 inmates who are coded as MH-2a, MH-2b or ID within one working day of placement in RH.
- B. This assessment shall consist of, at minimum, a review of the reasons the inmate was placed in RH and a triage of any mental health issues to determine the inmate's psychological stability and the need for psychological services.
- C. This initial assessment shall be documented on DOC-3473 or DOC-3659.
- 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 inmate requests an out-of-cell interview, PSU staff shall accommodate the request as described in Section IV of this policy.

II. PSU Services in RH

- A. PSU staff shall make rounds within RH as follows:
 1. Ensure at least one individual contact per week for all inmates with a mental health code of MH-2a, MH-2b or ID.

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2. Document each RH round contact on DOC-3388, DOC-3659 or DOC-3473.
 3. Interact with inmates in a confidential manner and provide the opportunity for inmates to express mental health concerns.
 4. Promptly notify HSU staff of any urgent medical or dental problems that an inmate reports.
 5. Promptly notify security staff of any security concerns.
- B. PSU staff shall triage DOC-3035Bs on the same working day as received in accordance with DAI Policy 500.70.12.
- C. PSU staff shall develop and conduct in-cell and out-of-cell programming and treatment for inmates 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 that offers privacy to an inmate in a RH unit. Mental health staff and security staff shall coordinate their efforts to provide the required privacy.
- B. It is generally appropriate to conduct triage of mental health problems and RH rounds at a cell front location.
- C. An encounter may be conducted at the cell front if security staff has determined that removal of the inmate from the cell would present a substantial security risk. The mere presence of the inmate in the RH unit shall not be the sole determining factor of substantial risk.
- D. For any encounter with a RH inmate, if the inmate requests a private interview, then 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 that a security risk exists that would

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preclude an out-of-cell interview, or if there is evidence that the inmate intends to misuse the opportunity.

2. If a request for an out-of-cell interview is not granted for one of these reasons, mental health staff shall periodically review the request to determine whether such conditions continue to exist.

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

_____ **Date Signed:** _____
Ryan Holzmacher, MD, 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:	DAI Policy Number: 500.70.18	Page 5 of 5
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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. Inmate

III. Other