

 <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> 500.70.19	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 06/22/12	<b>New Effective Date:</b> 10/30/14
	<b>Supersedes:</b> 500.70.19	<b>Dated:</b> 06/22/12
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
	<b>Required Posting or Restricted:</b>  <input checked="" type="checkbox"/> <b>Inmate</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 Treatment Plans		

**POLICY**

The Division of Adult Institutions shall ensure that mental health staff develop and implement mental health treatment plans for every inmate who requires mental health services.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-G-04 – Basic Mental Health Services

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC – Department of Corrections

DOC-223 – Psychological Services Report

DOC-3472 – Mental Health Screening Interview

DOC-3472A – Mental Health Screening Interview – Taycheedah Correctional Institution

DOC-3473 – Psychological Services Clinical Contact

DOC-3496 – Psychiatric Report

DOC-3511 – PSU Treatment Plan

DOC-3659 – Mental Health Brief Notes

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.

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

Mental Health Staff – PSU staff and DOC Psychiatrists.

PSU – Psychological Services Unit

<b>DAI Policy #:</b> 500.70.19	<b>New Effective Date:</b> 10/30/14	<b>Page</b> 2 of 3
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Mental Health Treatment Plans		

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.

Treatment Plan – A series of written statements specifying an inmate’s particular course of care, treatment or monitoring and the roles of health care staff in carrying it out.

## PROCEDURE

### I. Treatment Plan Development

- A. PSU staff shall develop psychological treatment plans at the time of the intake mental health screening and document in the Treatment Plan section of DOC-3472 – Mental Health Screening Interview or DOC-3472A – Mental Health Screening Interview – Taycheedah Correctional Institution.
- B. PSU staff shall periodically update treatment plans and document within DOC-3473 – Psychological Services Clinical Contact, DOC-223 – Psychological Services Report or DOC-3659 – Mental Health Brief Notes.
- C. Psychiatry staff shall develop psychiatric treatment plans at the initial psychiatric visit and document in the Treatment Plan section of DOC-3496 – Psychiatric Report.
- D. Psychiatry staff shall update psychiatric treatment plans during all subsequent visits and document within DOC-3496 – Psychiatric Report.
- E. Mental health staff may document treatment plans on DOC-3511 – PSU Treatment Plan for inmates who have difficult or complex conditions or when a higher level of inter-disciplinary coordination is needed.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Ryan Holzmacher, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Mary Muse, Nursing Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Kevin Kallas, Mental Health Director

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.70.19	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Mental Health Treatment Plans		
<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**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other