

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.70.23	Page 1 of 5
	Original Effective Date: 02/16/16	New Effective Date: 10/06/17
	Supersedes: 500.70.23	Dated: 02/16/16
	Administrator's Approval:	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Dual Diagnosis Referrals		

POLICY

The Division of Adult Institutions shall manage referrals to the Mental Illness Chemical Abuse program at Oshkosh Correctional Institution, the Successful Treatment and Recovery Program at the Wisconsin Resource Center and the Strength Program at Taycheedah Correctional Institution.

REFERENCES

DAI Policy 500.70.08 – Wisconsin Resource Center Transfers

DEFINITIONS, ACRONYMS AND FORMS

AC – Administrative Confinement

AODA – Alcohol and Other Drug Abuse

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1479 – Referral for Mental Health Placement

DS – Disciplinary Separation

GP – General Population

IC- Initial Classification

MICA – Mental Illness and Chemical Abuse

MSMU – Monarch Special Management Unit

OCS - Offender Classification Specialist

OSCI – Oshkosh Correctional Institution

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention

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Worker, Psychological Services Assistant, Clinical Social Worker, or any other clinical classification that is directly supervised by Psychological Services.

RC – Reclassification Committee (formerly known as Program Review Committee)

STAR – Successful Treatment and Recovery

TCI – Taycheedah Correctional Institution

WRC – Wisconsin Resource Center

PROCEDURE

I. Referral Criteria Dual Diagnosis Programs

- A. An assigned AODA program need.
- B. Mental Health Designation of MH-2A. Conditions most appropriate include:
 1. An established psychotic disorder.
 2. Bipolar disorder with a history of recurrent and severe episodes of depression or mania.
 3. Major depression with a history of recurrent and severe episodes of depression.
 4. Persistent signs and symptoms of mental illness that require psychotropic medication and preclude successful participation in a traditional correctional AODA program or an earned release program.
- C. Inmates who may not be appropriate:
 1. The diagnosis is deferred, provisional or otherwise uncertain.
 2. There is no history of treatment for severe impairment such as lengthy outpatient treatment, psychiatric hospitalization or WRC placement.
 3. The inmate has maintained adequate functioning for an extended period of time without psychotropic medications or significant clinical intervention.
 4. The history of impairment has been based primarily on personality disorder.
 5. Inmates in AC status.
- D. Time Frame for Referral (displayed as months to anticipated release date)

Custody	STAR (males)	MICA (males)	Strength (females)
Max	9-15 months	N/A	6-12 months
Med / Min	6-15 months	16-36 months	6-12 months

- E. Inmates eligible for parole may be considered if there is an indication from the Parole Commission the inmate could receive a discretionary parole grant upon successful completion.

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II. Referral Process (Male Inmates)

- A. Social worker or OCS (IC only) shall refer inmates with an identified AODA treatment need and MH-2A designation to PSU staff between 9 and 36 months to anticipated release date.
- B. PSU staff shall determine whether the inmate meets the mental health criteria for referral as described in section I. If the criteria are met, PSU staff shall complete a DOC-1479 and DOC-1479A within 30 calendar days.
- C. PSU staff shall submit the DOC-1479 and DOC-1479A to either the MICA Psychologist or to the WRC Admissions Coordinator (STAR Program), depending on the anticipated release date.
- D. The receiving program shall determine whether the inmate is accepted and email the response to the referring PSU staff member and BOCM staff within 30 days. If the inmate is accepted, the referring PSU staff shall provide the referring site's BOCM staff with the completed DOC-1479.
- E. If the inmate is accepted, BOCM shall initiate a classification action for consideration of transfer to the site for programming.
- F. The program site shall maintain a waiting list for accepted referrals when no immediate openings are available.

III. Transfer Process

- A. When notified of a pending transfer by BOCM staff, PSU staff shall verify the inmate meets the criteria/current status in the following areas at the time of transfer:
 1. MICA
 - a. Assigned medium or lower custody.
 - b. GP status.
 - c. Inmate agrees to participate in the program.
 - d. Medical and mental health stability includes at least 90 days of no major psychotropic medication changes or clinical observation placements.
 - e. A minimum of 15 months remaining to serve.
 2. STAR
 - a. A minimum of 9 months remaining to serve for maximum custody inmates. Exceptions to time frame shall be referred to the WRC Admission Coordinator.
 - b. A minimum of 6 months remaining to serve for medium or lower custody inmates.
 - c. GP or DS status.
 - d. Vulnerability or stability concerns.

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- B. Upon completion of the classification action, the MICA Unit Supervisor or the WRC Admissions Coordinator shall arrange the transfer with the BOCM Transportation Coordinator.
- C. Transfers to WRC for the STAR Program shall proceed as described in DAI Policy 500.70.08.

IV. Referral and Transfer Process for Strength Program at TCI (Female Inmates)

- A. PSU staff shall identify inmates that are eligible for the Strength Program and notify the OCS of the need for Dual Diagnosis programming. The OCS shall update the need in WICS.
- B. Strength treatment providers shall review the program waitlist and interview candidates who are eligible. Priority shall be given to inmates by release date.
- C. Inmates shall meet the following criteria at the time of enrollment:
 1. GP status in any custody level.
 2. Inmate agrees to participate in the program.
 3. Medical and mental health stability includes at least 90 days of stability on psychotropic medication and no clinical observation placements. The MSMU Program Supervisor may grant exceptions on a case-by-case basis.
 4. At least six months remaining to serve.

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

_____ **Date Signed:** _____

_____ **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: 500.70.23	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Dual Diagnosis Referrals		
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.