

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.70.29	Page 1 of 6
	Original Effective Date: 07/16/14	New Effective Date: 07/16/14
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Cathy A. Jess, 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 Release Planning		

POLICY

Division of Adult Institutions psychology staff shall assist inmate patients and DCC agents with identifying mental health needs near the time of release to the community.

REFERENCES

DAI Policy 500.70.01 – Mental Health Screening Assessment and Referral

DEFINITIONS, ACRONYMS, AND FORMS

AODA – Alcohol and Other Drug Abuse (Substance Use Disorder (SUD))

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DHS – Department of Health Services

DOC – Department of Corrections

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-3473 – Psychological Services Clinical Contact

DOC-3496 – Psychiatric Report

DOC-3585 – Mental Health Pre-Release Summary

DOES – Disabled Offenders Economic Security

HSU – Health Services Unit

Intellectually Disabled (ID) – Having an IQ of approximately 70 or below with concurrent impairments in present adaptive functioning and age of onset before 18 years.

Mental Health Caseload – Inmates classified as MH-1, MH-2a, MH-2b or ID.

Mental Health Staff – PSU staff and DOC psychiatrists.

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MH-2A and MH-2B – Mental health code for inmates with serious mental illness.

MICA – Mentally Ill Chemical Abusers

OARS – Opening Avenues to Reentry Success

OSCI – Oshkosh Correctional Institution

PSU – 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.

REECC – Robert E. Ellsworth Correctional Center

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

STAR – Successful Treatment and Recovery

TOP – Transitional Outreach Program

WRC – Wisconsin Resource Center

WWRC – Wisconsin Women’s Resource Center

PROCEDURE

I. Identification of Mental Health Needs

- A. PSU staff shall assess MH-2A and MH-2B inmate patients prior to release to the community regarding their mental health treatment and placement needs.
- B. Options may include:
 1. Referral to a pre-release housing unit within DOC.
 2. Plan for outpatient treatment in the community, which may include psychological care, psychiatric care or case management.
 3. Referral to a specialized pre-release program that assists in transition to the community (see Section III below).

II. Completion of Mental Health Pre-Release Summary

- A. PSU staff shall complete DOC-3585 at least 90 days prior to an MH-2A or MH-2B inmate patient’s release to the community.
 1. DOC-3585 – Mental Health Pre-Release Summary shall contain a brief summary of mental health issues while the inmate patient was

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incarcerated, including a brief summary of treatment and any problem with medication compliance, self-harm and aggression.

2. DOC-3585 shall include recommendations for follow-up mental health care in the community, including whether the inmate patient needs psychological counseling, psychiatric referral, a Community Support Program, or other programs or interventions.
 3. A copy of the most recent psychological services note (DOC-3473 – Psychological Services Clinical Contact) and psychiatric dictation (DOC-3496 – Psychiatric Report) shall be attached to DOC-3585 to supplement the information provided.
- B. PSU staff shall forward a completed DOC-3585 – Mental Health Pre-Release Summary (with DOC-3473 and DOC-3496 as attachments) to the inmate patient’s DCC agent and assigned facility social worker at least 90 days before the inmate patient’s release to the community. If longer-term planning is required, the DCC agent or facility social worker may request completion of the DOC-3585 more than 90 days prior to the inmate patient’s release.
- C. The DCC agent and assigned facility social worker shall make efforts to assist the inmate patient with enrolling in recommended services within available community resources.
- D. DCC agents and facility social workers may consult with facility PSU staff or DCC regional psychologists to assist with making community referrals and linkages.
- E. After receiving written authorization from the offender on DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI), DCC agents and/or facility social workers may disclose the completed DOC-3585 – Mental Health Pre-Release Summary (and DOC-3473 and DOC-3496 as attachments) to non-DOC medical or mental health professionals in the community who will be providing direct care services to the offender.

III. Specialized Pre-Release Programs

A. WRC Reentry Units

Provides a variety of education, skill-focused, coaching, and treatment groups to inmate patients with mental illness at WRC who are approaching release.

B. DOES Program

A partnership between the DOC and Legal Action of Wisconsin. Attorneys provide inmate patients civil legal services and application assistance for SSI, SSDI, health insurance, FoodShare, housing assistance and/or employment training programs. Eligibility includes:

1. MH-2A, MH-2B or ID classification, or high HSU need.
2. Releasing from one of 14 DOES facilities.

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C. TOP Program at OSCI

Provides case management services 6-9 months pre-release at OSCI and 12 months post-release in the community for male inmate patients with serious mental illness or intellectual disability. Eligibility includes:

1. MH-2A, MH-2B or ID classification.
2. A referral at least 6-9 months prior to release.
3. Serves the entire state of Wisconsin.

D. OARS

A partnership between DOC and DHS that provides pre-release programming and case management to men at WRC and OSCI and women at WWRC, TCI and REECC. Referrals will also be considered from other institutions on a case-by-case basis depending on program census and budget.

1. Provides intensive case management and psychiatric services in the community for up to two years after release.
2. Eligibility requirements:
 - a. Staff referral and voluntary participation.
 - b. MH-2A or MH-2B code, with priority for MH-2A.
 - c. Release to one of 25 Southeast Wisconsin or Fox Valley counties.

E. MICA Program at OSCI

A 25-bed residential treatment program that integrates substance abuse and mental health treatment for inmate patients who have serious mental illness. Eligibility includes:

1. AODA treatment need.
2. MH-2A classification.
3. Medium security.
4. At least 12 months prior to release.

F. STAR Program at WRC

An open-ended residential treatment program that integrates substance abuse and mental health treatment for inmate patients who have serious mental illness. Eligibility includes:

1. AODA treatment need.
2. MH-2A classification.
3. At least 6-9 months prior to release.

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

_____ **Date Signed:** _____
Dr. Ryan Holzmacher, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

_____ **Date Signed:** _____
Dr. Kevin Kallas, Mental Health Director

Administrator's Approval: _____ **Date Signed:** _____
Cathy Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.70.29	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Mental Health Release Planning		
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**