GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

James Greer
Name of Individual Certifying this Document/Proposed Document

Director, Bureau of Health Services
Title

James Greer
Digitally signed by James Greer
Date: 2019.06.25 16:00:11 -05'00'
Signature

Date Signed
POLICY
The Division of Adult Institutions shall ensure Psychological Services staff provide on-call mental health services.

REFERENCES
Wisconsin Administrative Code Ch. DOC 306 – Security
DAI Policy 500.70.10 Mechanical Restraints
DAI Policy 500.70.24 Clinical Observation

DEFINITIONS, ACRONYMS, AND FORMS
DAI – Division of Adult Institutions
DOC – Department of Corrections
HSU – Health Services Unit
Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist – Licensed, Psychological Associate, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker or any other clinical classification that is directly supervised by Psychological Services.

PROCEDURE
I. 24-Hour On-Call Services via PSU Staff
   A. Each PSU shall have its own system for after-hours on-call coverage.
      1. PSU staff shall provide the facility with their contact number for after-hours communications. They may use a personal device (cell phone or pager) or request use of a state-issued device from the facility.
      2. Security or HSU staff working within the institution after hours shall contact on-call PSU staff for observation placements, restraints evaluations, other clinical emergencies, and any needed consultation.
      3. On-call PSU staff shall respond to calls or pages as soon as possible, although no longer than 15 minutes after being contacted.
      4. If necessary to respond with a face-to-face contact with the inmate, on-call PSU staff shall do so within a clinically appropriate timeframe.
      5. The PSU Supervisor may be contacted if the on-call staff does not respond.
B. If an inmate is placed in clinical observation status after normal business hours, PSU staff shall conduct a face-to-face assessment within 16 hours of placement, or sooner if clinically indicated, as per DAI policy 500.70.24.

C. If an inmate is placed in mechanical restraints after hours for clinical, medical or security purposes, PSU staff shall conduct a face-to-face assessment as soon as possible but no longer than two hours after receiving notification per DAI policy 500.70.10. Subsequent face-to-face assessments shall occur at least every 12 hours. This section does not apply to restraints for transportation as defined in Wisconsin Admin Code 306.10.

D. Correctional centers shall have a designated institution assigned for PSU coverage for emergencies and triage of Psychological Service Requests. An inmate shall be transported to the designated institution by the correctional center if a clinical observation placement may be necessary.

E. On-call PSU staff shall consult with the Psychologist Supervisor, treating Psychiatrist, Psychology Director, Psychiatry Director or Medical Director as needed.

II. 24-Hour On-Call Services by a Physician for Telephone Consultation

A. The on-call physician’s responsibility of coverage shall include back-up and support to PSU staff for mental health emergencies, especially those that involve medications, medical issues, or any other issue that requires evaluation by a physician.

B. The on-call physician may contact the Mental Health Director, Psychiatry Director, Psychology Director or Medical Director for consultation on mental health emergencies or direct that the patient be transported to a local emergency room.
DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name

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Chapter: 500 Health Services

Subject: On-Call Mental Health Services

Will Implement ☐ As written ☐ 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.