

## **ECRM > Supervision \DCC Supervision Process \Accessing Client Programs and Services**

### **PSYCHOLOGICAL SERVICES**

#### **.01 GENERAL STATEMENT**

The Division of Community Corrections provides clinical case consultation and evaluation, assistance in securing appropriate treatment for clients, and treatment for clients who cannot be served by local mental health resources. DCC Psychologists shall provide consultative support to agents and supervisors and direct mental health services to clients in accordance with the psychological services mission, goals, and priorities.

#### **.02 Mission, Goals, and Priorities**

- The primary mission of Psychological Services is to assist Agents, Supervisors, Community Partners, Courts, and others to identify and develop mental health services that may aid a client in obtaining success in the community during his or her period of supervision and upon discharge.
- In order to fulfill its mission DCC Psychological Services providers will seek to:
  - Be responsive to requests from agents, supervisors, program providers, courts, and others for assessment, evaluation, and treatment recommendations,
  - Effectively identify clients with mental health problems that affect their ability to function to their capacity in the community,
  - Partner with Agents in identifying appropriate strategies to aid in successful client management,
  - Provide time-limited treatment services when community resources are not available and
  - Document services effectively to assist with continuity of care.
  - Develop and maintain collaborative relationships with agents, supervisors, and other regional staff via consistent professional response to referrals, ongoing communication with referring agents, and timely documentation of services provided.

- As DCC Psychological Services Unit staff resources are limited compared to mental health needs of the DCC client population as a whole, DCC Psychology Unit staff will prioritize services in the following manner:
  1. Targeted evaluation using clinically appropriate psychological assessment measures to determine:
    - Mental health needs and provide recommendations for care
    - Treatment program appropriateness
    - Appropriateness for ATR Placement
    - Need for specialized services including psychiatric intervention
    - Risk to re-offend
    - Resources to assist agents
  2. Consultation with DCC agents and supervisors in development of case program recommendations via the COMPAS assessment tool or appropriate trailer tool for individuals releasing from DAI with identified mental health needs.
  3. Training and research, including supervision of DOC approved pre-doctoral interns
  4. Provision of brief individual psychotherapeutic intervention
  5. Facilitation of targeted group psychotherapeutic intervention
  6. Consult with community partners and participate in relevant community meetings. Participate in appropriate community committees.
  7. Referrals made by clients (self-referrals) – These referrals will be staffed on a case by case basis with the psychologist and agent to determine if DOC staff will provide services or if a referral to a community provider will be made.

## **.02 REFERRAL PROCEDURE**

Referrals to DCC Psychologists shall be made by the agent or supervisor. Assistance requested by courts, community programs, offenders, and other stakeholders shall be made via the client's agent or supervisor. Referrals shall be made utilizing the [DOC-2601](#). The form shall be sent to [DOCDCCPsychologyReferrals@wisconsin.gov](mailto:DOCDCCPsychologyReferrals@wisconsin.gov). Referrals shall be accompanied by documentation related to prior criminal background when practical. Referrals shall include basic offender information, reason for the referral, a description of behavior or concern that has led to the referral and basic information related to history of mental health treatment. A targeted time-frame for receipt of information must be provided

on the referral form; referrals marked with a time frame of "ASAP" will not be given priority, a time-frame is a better indicator of how to prioritize referrals. Agents should make every effort to complete an [DOC-1163A](#) and submit this form with the referral. Completion of this form allows for communication between the agent and the psychologist. There is an example of a completed DOC-1163A [here](#).

Upon receipt of the referral, the psychology unit OOA shall enter the information into the Electronic Medical Record and forward the referral to the designated psychologist. The psychologist will then communicate with the referring agent, and if needed, shall schedule an appointment. Psychological reports shall be provided to the agent within 30 days from the date of completion of the evaluation/testing, provided a signed [DOC-1163A](#) is in the file allowing for such disclosure. ATR evaluations shall be returned within 10 days of the psychologist meeting with the client, provided a signed [DOC-1163A](#) is in the file.