



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

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March 30, 2006

ADMINISTRATIVE REGULATION  
NUMBER 614

OPR: TREATMENT

## INTRA-SYSTEM MENTAL HEALTH TRANSFERS

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for ensuring continuity of care for inmates receiving mental health services who are transferred within the ADOC system.

### II. POLICY

Medical and mental health staff will coordinate services for inmates who transfer within the ADOC system identified with Mental Health Codes or who currently receive psychotropic medication. The medical or institutional files will be reviewed, and mental health staff will interview each inmate.

### III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, *Mental Health Definitions*, for definitions of the following terms used in this AR:

Mental stability

Treatment team

### IV. RESPONSIBILITIES

- A. Contracted mental health and medical staff are responsible for ensuring continuity of care for inmates transferred within the ADOC.
- B. Inmates with Mental Health Codes or who receive psychotropic medication will be interviewed and their files reviewed by contracted mental health staff.

### V. PROCEDURES

- A. When advised that an inmate is being transferred, contracted medical and mental health staff of the sending institution will complete transfer documentation for

placement in the inmate's medical record. The documentation will indicate the inmate's mental health code and any psychotropic medication prescribed.

- B. Inmates with questionable mental stability or medication non-compliance will not be transferred until mental health staff of the sending institution have attempted to stabilize the inmate. When attempts to stabilize the inmate locally fail, the inmate will be transferred only to institutions equipped to provide the necessary stabilizing treatment.
- C. If mental health staff of the sending institution have concerns about the mental status or treatment compliance of a specific inmate, the institution's Supervising Psychologist or designee of the receiving institution will be alerted by a phone call from mental health staff of the sending institution.
- D. The medical record of an inmate transferred to a different ADOC institution will be delivered to the medical unit of the receiving institution within two (2) hours of the inmate's arrival.
- E. Medical staff of the receiving institution will review the transfer summary and recent documentation in the medical and mental health progress notes of the inmate's medical record.
- F. Medical staff will complete an ADOC Form MH-008, *Referral to Mental Health*, when the record review indicates:
  - 1. Inmate has been prescribed psychotropic medication.
  - 2. Inmate has been assigned a Mental Health Code as indicated by the transfer documentation and the AR 601, *Mental Health Forms and Disposition*, Annex C, *Problem List*, in the inmate's medical record.
  - 3. Inmate has received mental health treatment for a crisis within the last thirty days, as indicated in ADOC Form MH-040, *Progress Notes*.
- G. If medical staff reviewing the medical record has concerns about a specific inmate, the mental health staff will be contacted immediately for an assessment.
- H. Sending institution medical staff will ensure that an inmate has sufficient medication for seven (7) days to enable the Psychiatrist of the receiving institution to evaluate the inmate and process medication orders. An order for an interim supply of medication will be obtained if necessary to ensure continuity until the psychiatric evaluation.
- I. The receiving institution's Supervising Psychologist or designee will review Referral to Mental Health forms daily. If a form indicates that an inmate receives psychotropic medication, the referral will be copied to permit timely notification of both the Psychiatrist and the new treatment coordinator.

- J. Inmates receiving psychotropic medication prior to transfer will be evaluated by the receiving institution's Psychiatrist within three (3) working days of receipt of the medical staff referral.
- K. The institution's Supervising Psychologist or designee will ensure that transferred inmates with a Mental Health Code or those currently prescribed psychotropic medication are assigned a treatment coordinator within one (1) working day of the inmate's arrival at the institution. The assignment of a treatment coordinator will be noted on the ADOC Form MH-017, *Treatment Coordinator Assignment Log*. A copy of the ADOC Form MH-008, *Referral to Mental Health*, will be forwarded to the assigned treatment coordinator.
- L. Contracted mental health staff are required to check ADOC Form MH-017, *Treatment Coordinator Assignment Log*, weekly to ensure timely evaluation of all inmates.
- M. The assigned Treatment Coordinator will review the inmate's medical record and interview the inmate within five (5) working days. The mental health services available and inmate access to these services at the receiving institution will be reviewed with the inmate. The medical record review and inmate screening will be documented on ADOC Form MH-040, *Progress Notes*, of the medical record.
- N. Completion of the transfer mental health screening will be noted on the ADOC Form MH-017, *Treatment Coordinator Assignment Log*.
- O. If review of the medical record and/or the inmate interview indicates that an updated ADOC Form MH-032, *Treatment Plan*, is needed, the treatment coordinator will schedule the inmate for a treatment team meeting.
- P. The ADOC Form MH-017, *Treatment Coordinator Assignment Log*, will be compared with the institution's OBSCIS roster of inmates with the Mental Health Codes each month to ensure that required assignments have been completed and that inmates have continued to receive services.
- Q. Program needs for each inmate within the institution will be provided monthly to ADOC psychology staff via OBSCIS. The list will facilitate inmate assignments to mental health and other treatment services.

## **VI. DISPOSITION**

Refer to AR 601, *Mental Health Forms and Disposition*.

## **VII. FORMS**

Refer to AR 601, *Mental Health Forms and Disposition*.

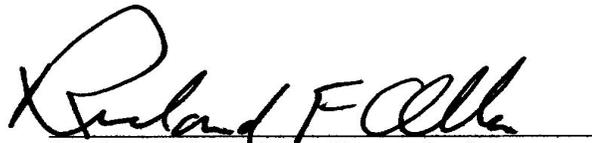
## **VIII. SUPERCEDES**

This AR supercedes AR 614 dated March 8, 2005.

**IX. PERFORMANCE**

This AR is published under the authority of:

- A. The Bradley Agreement of August 8, 2000.
- B. National Commission on Correctional Health Care: *Standards for Health Care in Prisons*, 2003.
- C. The Department of Mental Health and Mental Retardation Statutory Authority: Code of Alabama, 1975, Section 22-50-11.

  
Richard F. Allen, Commissioner