



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 628

OPR: TREATMENT

INMATE DISCHARGE PLANNING

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for facilitation of continuity of care for inmates with mental illness when released.

II. POLICY

Contract mental health staff and ADOC staff will refer inmates with mental illness for community mental health treatment and support services when the inmate is released from the ADOC.

III. DEFINITION(S) AND ACRONYM(S)

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

Treatment Coordinator

Intensive Psychiatric Stabilization Unit (SU)

Residential Treatment Unit (RTU)

Treatment Team

Progress Note

IV. RESPONSIBILITIES

- A. The ADOC Director of Treatment is responsible for providing information and establishing procedures for assisting mentally ill inmates who are released.
- B. Treatment Coordinators, in consultation with ADOC staff, will identify and refer mentally ill inmates to appropriate community mental health services prior to the inmate's release from ADOC.

V. PROCEDURES

- A. The ADOC Director of Treatment will provide each institution with a list of the names, addresses, telephone numbers, fax numbers, and contact person for the community mental health agencies and other support services located throughout the state.
- B. ADOC Classification staff Pre-Release Coordinator will receive a weekly list of inmates scheduled for release. The institution's Supervising Psychologist and the Classification Supervisor will work together to identify release dates of inmates with a mental illness who are within 30 to 90 days of release.
- C. Discharge planning for an inmate with mental illness will be initiated one month before the most probable release date, whenever possible.
- D. The Treatment Coordinator, in consultation with ADOC staff, will:
 - 1. Assess where the inmate plans to reside and which community mental health resources are clinically indicated.
 - 2. Determine the availability of services.
 - 3. Attempt to schedule an initial appointment with a community agency for all inmates receiving psychotropic medication as soon as possible.
- E. Inmates will sign ADOC Form MH-001, *Authorization for Release of Information*, to permit sharing information with potential community resources. The inmate's authorization will be filed in the medical record. A copy will be included with any information forwarded to the identified agency.
- F. Inmates prescribed psychotropic medication will be provided a (10) ten-day supply of medication upon release
- G. Discharge planning efforts will be documented on ADOC Form MH-040, *Progress Notes*, and filed in the inmate's medical record.

- H. While discharge planning is important for all inmates with mental illness, it is essential for inmates who's comprised functioning has resulted in placement on an Intensive Psychiatric Stabilization Unit (SU) or a Residential Treatment Unit (RTU). The inmate's treatment team will assist the Treatment Coordinator in discharge planning for inmates on a SU or RTU.
- I. If the treatment team judges that an inmate approaching ADOC release may require inpatient psychiatric treatment when released, civil commitment will be pursued in accordance with AR 634, *Transfer to a State Psychiatric Hospital*.

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 468 dated March 2, 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