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<b>Section-14 Medical Services Resource Manual</b>	<b>MSRM-140201.01</b>	<b>Page: 1</b>	<b>Effective Date: 05/08/2014</b>
<b>Mental Health Intake Screening and Evaluations</b>	<b>ACA Standards: 4-4372, 4-4370</b>		
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## Mental Health Intake Screening and Evaluations

### I. Purpose/Overview

The purpose of this procedure is to establish guidelines for the identification and treatment of offenders in need of mental health services in order to maintain or improve their mental health and contribute to their prison adjustment.

### II. Mental Health Screening

- A. Oklahoma Department of Corrections will ensure all new receptions receive medical/ mental health screening within 24 hours of reception in accordance with [OP-140114](#) entitled “Screening New Arrivals”. The results of the screening will be documented on “Medical/Mental Health Screening” form ([DOC 140114A](#)).
- B. Each offender received by a facility through intra-system transfer, will receive a mental health screening immediately upon arrival according to [OP 140113](#) entitled “Health Assessment for Offender Transfers. Facility staff who are trained to perform this procedure will use the “Intra-system Transfer Health Screening” ([DOC 140113B](#)) to document the results of the screening.

### III. Mental Health Evaluations

#### A. Assessment and Reception Center

- 1.
  - ii. Each offender is administered questionnaires concerning the offender’s medical, mental health, substance abuse, and suicide history. Intake documents and questionnaire results are reviewed and discussed in a personal interview with a qualified nurse to gather information about current medications (including dosages), past mental health treatment (including hospitalizations), current mental problems and any history of

and/or current suicidal ideation or attempts, and substance abuse history.

2. Based on the review of all documentation, record inventory results, the self-report questionnaire, test data, and initial screening information, a qualified mental health professional (QMHP) will schedule the offender for a Level I or Level II face to face interview. The Level II interview is for offenders with a significant mental health history or offenders presenting with any mental health concerns while the Level I interview is a basic mental health status exam for those who report they have not had any mental health concerns.
4. A Level I offender-patient interview will be conducted to include a mental health status exam along with a discussion of questionable items from the self-report or any other presenting clinical issues. The results of the interview will be documented on the "Level I Mental Health Screening Interview" (MSRM 140201.01.2).
5. During the Level I interview, if it is determined by the QMHP that the offender-patient has a significant mental health problem he/she may change to a more in-depth Level II screening interview. The results of the level II interview will be documented on the Mental Health History and Psychosocial Assessment (Level II Screening Interview) (MSRM 140201.01.3).
6. Qualified Mental Health Professionals will assign a Mental Health Classification Level after evaluation and screening is complete in accordance with [OP-140113](#) entitled "Health Assessment for Offender Transfers".
7. The patient-offender classification level will be documented on the "Classification Level Log" (MSRM 140201.01.4) and documented in the electronic health record.
8. Whenever the patient-offender classification level changes the "Classification Level Log" (MSRM 140201.01.4) will be updated to reflect the new classification level.
9. Based on the findings of the screening interview and classification level, the QMHP where appropriate will develop an initial treatment plan with recommendations for suicide prevention, violence risk, vulnerability, referral to the psychiatrist for further evaluation and possible medication needs, housing and facility assignment in accordance with [OP- 140201](#) entitled "Mental Health Services, Duties and Responsibilities".

#### B. Referred Evaluations

Electronic health record of all newly received offenders at each facility will be screened at the time of reception by a trained healthcare professional. Those offenders referred by the intake screening or any other source will be given a mental health evaluation based upon the urgency noted in the referral and at minimum within (14) days of admission to the facility.

IV. References

OP- 140201 entitled "Mental Health Services, Duties and Responsibilities"

OP- 140114 entitled "Screening New Arrivals"

OP- 140113 entitled "Health Assessment for Offender Transfers"

V. Action

The division manager of health services will be responsible for compliance with this procedure.

The chief mental health officer, health services will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This Procedure will be effective as indicated.

Replaced: Medical Services Resource Manual 140201.01 entitled "Mental Health Intake Screening and Evaluations," dated January 25, 2012.

Distribution: Medical Services Resource Manual

Referenced Forms	Title	Located In
	Not available	
MSRM 140201.01.2	Level I Mental Health Screening Interview	Not available
MSRM 140201.01.3	Mental Health History and Psychosocial Assessment	Not (Level II Screening Interview) available
MSRM 140201.01.4	Classification Level Log	Not available