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<b>Section-14 Health Services</b>	<b>OP-140127</b>	<b>Page: 1</b>	<b>Effective Date: 05/10/2016</b>
<b>Mental Health Units and Programs</b>	<b>ACA Standards: 2-CO-4B-04, 2-CO-4E-01, 4-4368M, 4-4372, 4-4374, 4-4399, 4-4404, 4-ACRS-4C-15</b>		
<b>Joe M. Allbaugh, Interim Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## **Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs**

The Oklahoma Department of Corrections (ODOC) maintains designated housing units and/or beds for specialized mental health services at identified facilities. Mental health staff at these units provides mental health care to inmates who are seriously disabled by mental illness and/or significant cognitive impairments to the extent they are unable to adapt to the general population and require specialized mental health assessment, care, placement, treatment and/or intensive reentry planning. (2-CO-4B-04, 2-CO-4E-01, 4-4368M, 4-4374, 4-ACRS-4C-15)

Procedures for assignment to Segregated Housing Unit beds (reference [OP-040204](#) entitled “Segregation Measures”) do not apply to these designated mental health units/beds.

For the purpose of this procedure, the term “inmate” will apply to anyone in the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections.

“Inmates diagnosed as having mental illness or significant cognitive impairments” will apply to those inmates classified by the ODOC Mental Health Service Levels Classification System as Mental Health Levels MH-B, MH-C1, MH-C2, or MH-D as referenced in [OP-140201](#) entitled “Mental Health Services Duties and Responsibilities.”

Except in emergencies, there will be joint consultation between the facility head/district supervisor (or designee) and the responsible mental health authority prior to taking action regarding inmates diagnosed as having mental illness or significant cognitive impairments in housing assignments, program assignments, disciplinary measures, and transfers to other institutions. When an emergency action has been required, joint consultation to review the appropriateness of the action occurs as soon as possible but no later than the next working day. (4-4399)

I. Facilities with Designated Mental Health Units (MHU), Intermediate Care Housing Units (ICHU) and Habilitation Programs (HP)

- A. Oklahoma State Penitentiary: (MHU and ICHU);
- B. Mabel Bassett Correctional Center: (MHU); and
- C. Joseph Harp Correctional Center: (MHU, ICHU and HP).

II. Criteria for Referral

A qualified mental health professional (QMHP) will evaluate the inmate before the inmate is referred for placement to an MHU, ICHU or HP. (4-4374)

A. Mental Health Unit

- 1. Inmates who are appropriate for referral for observation and evaluation in an MHU should, at the time of referral, present with a substantial mental disorder of thought or mood which significantly impairs judgment, reasoning, behavior, capacity to recognize reality or cope with the ordinary demands of life within the prison environment. Often the mental disorder will cause the inmate to represent a substantial risk of physical harm to himself/herself, a substantial risk of physical harm to others, or an immediate risk of serious physical impairment or injury by being unable to provide for his/her basic physical needs.
- 2. Referrals should only be considered after all other types of therapeutic intervention have been tried and failed at the referring facility. Such interventions may include, but are not limited to:
  - a. Medications are prescribed and offered and the inmate is afforded a reasonable stabilization period;

- b. Psychotherapeutic interventions; or
- c. Use of therapeutic seclusion and/or suicide watch.

B. Intermediate Care Housing Unit

1. Admission to an ICHU requires an inmate be classified as having a Mental Health Service Level C1 or C2 and with at least one of the following assessments:
  - a. Assessment at the assessment and reception facility determines that, due to his/her mental disorder, the inmate is unable to successfully function in general population without specialized services and programs designed to promote maximum adjustment to incarceration.
  - b. The inmate has become unable to function appropriately in general population due to his/her mental illness and/or is in need of a less restrictive level of care than offered by an MHU.
  - c. Inmates requiring extended care at an ICHU should be those who remain unable to attend to age-appropriate responsibilities, unable to function without coordinated help from others, or have no prospect of adequately functioning in the general population setting after being stabilized from their acute problems.
  - d. The inmate requires intensive reentry preparation programs/services and discharge planning services in order to be able to successfully adjust to life in the community and is no less than six months and usually no more than one year from his/her projected release date. Exceptions may be made on a case-by-case basis.

C. Habilitation Program (HP)

1. Referral to an HP requires the inmate be classified as having a Mental Health Service Level C2 with significant deficits in adaptive functioning.
2. Inmates who are classified as having a Mental Health Service Level C2 need, and who have a co-occurring mental disorder in need of treatment, may be referred to the appropriate ICHU or MHU. Following stabilization, the inmate may be referred back to the HP.

III. Referral and Transfer

A. Procedures

After a QMHP determines a referral is necessary and after joint consultation with the sending facility/district head (except in emergency situations), the referring QMHP will contact the appropriate QMHP at the receiving facility to arrange for the transfer. The receiving QMHP will provide notice of the transfer to the warden or designee.

1. In cases where the inmate may pose a serious threat to staff or other inmates, the facility heads at both the sending and receiving facilities will be advised. The "Mental Health Unit (MHU), Intermediate Care Housing Unit (ICHU) or Habilitation Program (HP) Referral Form" ([DOC 140127A](#), attached) will be completed in the electronic health record (EHR), and the mental health authority or designee at the receiving mental health unit or program will be notified of the referral by the sending facility QMHP via cosignature to the EHR entry and via verbal communication.
2. Classification records, a current copy of the inmate's "Consolidated Record Card" ([DOC 060211H](#)) and the inmate's property will accompany him/her to the MHU, ICHU or HP.
3. Transfers and the movement of inmates will be coordinated jointly by the receiving facility and the Population Office. The receiving facilities will have designated bed space for MHU's, ICHU's and HP's. Inmates referred for acute psychiatric care at an MHU will be transported by the referring facility's security staff. Transportation of referrals to an ICHU and/or an HP will be accomplished on an expedited basis through routine transfer procedures once the receiving facility staff have accepted the referral and have received a move message from the Population Office.

IV. Admission Screenings, Observation, Evaluation, Admissions, Returns, Discharges and Evaluation Summaries

A. Mental Health Units

1. Scheduled Admission Screenings
  - a. The treatment team at the MHU will evaluate the referral based upon the information provided to determine if a 15-day observation and evaluation period is needed. For an inmate being referred to an MHU, this review will serve as the inmate's due process hearing to determine if there is a need for acute psychiatric care prior to the inmate's transfer. The inmate will not be transferred to the MHU until he/she has been screened and approved through this process. (4-4404)

- b. When an inmate arrives to an MHU, as scheduled during normal working hours, a screening interview will be conducted by MHU staff to determine if a 15-day observation and evaluation period is needed.
  - c. Security staff from the sending facility will remain at the receiving facility until a determination is made as to whether the inmate is to be admitted to the MHU for observation and evaluation status. If the inmate is not admitted for observation and evaluation, the sending facility will provide return transportation.
2. Emergency Admissions (4-4404)
- a. In a psychiatric emergency, the inmate is considered an imminent danger to self or others due to his/her mental illness. When received at an MHU after normal working hours, the inmate will be evaluated by a QMHP within twelve hours of arrival. In this psychiatric emergency, security staff is responsible for immediately responding to all related orders from the QMHP.
  - b. If admission to the unit is not required, the inmate will be returned to the referring facility.
  - c. All inmates appearing to be at high risk for suicide, risk of danger to others as a result of mental illness, or incapable of functioning appropriately at a less restrictive level of care (e.g., Intermediate Care Housing Unit beds, Habilitation Program) as a result of a mental illness, will be accepted for observation and evaluation not to exceed 15 working days.
3. Observation and Evaluation
- a. Admission
- Upon admission to the MHU for observation and evaluation, an assessment will be done by a QHCP in accordance with [OP-140113](#) entitled "Health Assessment for Offender Transfers."
- (1) This assessment will include review of the "Medical Transfer Summary" and the "Intra-System Transfer Health Screening" (both located in the electronic health record (EHR)), a review of the medical record and review of vital signs and any other assessments found to be relevant during this process (e.g., blood

sugar level, O2 saturation level).

- (2) Within the first 24 hours, the inmate will receive a mental status examination (including a suicide-risk assessment) by a QMHP. If an inmate is assessed as being a suicide risk, appropriate precautions will be initiated in accordance with [OP-140129](#) entitled "Suicide Prevention." Additionally, if an inmate is identified as currently being at risk for suicide and/or assessed as having a history of suicide attempts or behavior warranting placement on a suicide watch, this information will be documented in the electronic health record (EHR). An alert will also be added to the EHR reflecting the inmate's current suicidal status and/or history of suicide attempts or placement on suicide watch.
- (3) The inmate will be interviewed at least twice a day during normal working days throughout the observation and evaluation period. The observation and evaluation period will not exceed 15 working days.

b. Discharge

If after the observation and evaluation, the QMHP determines the inmate is appropriate for return to the referring/sending facility, the QMHP will prepare a written summary of the evaluation results with the recommendation for return to the referring/sending facility.

- (1) The evaluation and recommendation will be provided to the unit staff, the warden or designee, and the QMHP of the referring/sending facility.
- (2) When the inmate is returned to the sending facility, the sending facility will provide return transportation.
- (3) If transfer is to a facility other than the referring/sending facility, the Population Office will schedule the inmate for transfer.

4. Admission to a Mental Health Unit (4-4372)

Upon admission to the Mental Health Unit, the sending facility will complete the "Facility Assignment Form (FAF)," ([DOC 060204A](#)) and forward this documentation to the Population Office. Inmates admitted after the observation and evaluation period, will receive a

comprehensive evaluation by a multidisciplinary mental health team within 14 days.

At a minimum, this evaluation will include:

- a. Review of mental health screening and appraisal data;
- b. Direct observations of behavior;
- c. Collection and review of additional data from individual diagnostic interviews and, when appropriate, tests assessing personality, intellect, and coping abilities;
- d. Compilation of the inmate's mental health history; and
- e. Development of an overall treatment/management plan with appropriate referral.

5. Treatment

An inmate's clinical treatment during placement on a Mental Health Unit will be guided by the individualized treatment plan developed by the assigned QMHP, the inmate, and other members of the treatment team as determined by the assigned QMHP or Clinical Coordinator. Treatment plans will be documented in the electronic health record. Treatment plans will be completed upon initial admission to the Mental Health Unit and at least every six months thereafter to assess and determine continued treatment needs and appropriate placement.

6. Discharge from a Mental Health Unit

When an inmate is being evaluated for appropriateness to discharge from an MHU and function in a less restrictive setting (e.g., ICHU, HP, special housing arrangements or in general population), the following criteria should be met.

- a. Sufficient improvement in the inmate's ability to manage his or her illness and the inmate's overall functioning that permits successful adjustment in the recommended less restrictive setting. Such improvement will include:
  - (1) No current threat of harm to self or others;
  - (2) Consistent appropriate behavior for a significant period of time based on inmate's history;

- (3) Sufficient improvement in insight, judgment and reasoning demonstrated through improved capacity for problem-solving and decision-making abilities;
  - (4) Consistent medication compliance;
  - (5) Acceptable interpersonal relationships with other inmates and staff; and
  - (6) Ability to effectively advocate for his or her needs.
- b. When the MHU treatment team determines that an inmate is capable of functioning in a less restrictive setting, the treatment team case manager or designee will refer the inmate to the facility case manager IV with a recommendation for appropriate placement.
- (1) Moves from MHU to other mental health housing, such as ICHU or HP, within the facility will require only a facility movement sheet.
  - (2) If the recommended move is to general population at JHCC, MBCC or another facility of the same security level, the case manager IV will forward a "Facility Assignment Form (FAF)" ([DOC 060204A](#)) and current copy of the "Consolidated Record Card" ([DOC 060211H](#)) to the Population Office.
  - (3) Inmates housed at OSP will not be moved to general population unless approved by the facility mental health authority, facility head, the division manager, and the administrator of Classification and Population.
  - (4) If movement results in a change in security level at OSP, JHCC or MBCC, a full transfer packet is required in accordance with [OP-060204](#) entitled "Offender Transfers."
  - (5) The treatment team or designee and the facility head or designee will consult regarding appropriate housing or program assignments, or transfers to other institutions. (4-4399)
  - (6) A written summary that includes all relevant information such as the inmate's background information, education, physical/medical history, substance use history, psychiatric/mental health history and treatment, strengths and needs,

diagnoses, current medications and a summary and recommendations for future treatment will be prepared and documented in the electronic health record (EHR) to facilitate continuity of care once the inmate transfers to his/her recommended placement.

**B. Intermediate Care Housing Units and Habilitation Programs**

**1. Screening and Observation and Evaluation**

- a. Inmates referred to an ICHU or HP will be screened by mental health staff within three working days for admission to a 30-day observation and evaluation period.
- b. If an inmate is assessed as being a suicide risk, appropriate precautions will be initiated in accordance with [OP-140129](#) entitled "Suicide Prevention." Additionally, if an inmate is identified as currently being at risk for suicide and/or assessed as having a history of suicide attempts or behavior warranting placement on a suicide watch, this information will be documented in the electronic health record (EHR). An alert will also be added to the EHR reflecting the inmate's current suicidal status and/or history of suicide attempts or placement on suicide watch.

**2. Returning Inmates to Sending Facilities**

Inmates not admitted to an ICHU or HP will be returned to the sending facility through notification to the Population Management Office by a "Facility Assignment Form" and a current copy of the "Consolidated Record Card." The inmate will be transported on an expedited basis through routine transfer procedures.

**3. Treatment**

An inmate's clinical treatment during placement on an Intermediate Care Housing Unit or in the HP will be guided by the individualized treatment plan developed by the assigned QMHP, the inmate, and other members of the treatment team as determined by the assigned QMHP or the clinical coordinator. Treatment plans will be documented in the electronic health record. Treatment plans will be completed upon initial admission to the Intermediate Care Housing Unit or HP and at least every six months thereafter to assess and determine continued treatment needs and appropriate placement.

**4. Discharge from ICHUs and HPs**

## a. ICHU Discharges

- (1) When an inmate is being evaluated for appropriateness to discharge from an ICHU and function in a less restrictive setting (e.g., special housing arrangements or in general population), the following will be considered if applicable:
  - (a) Noticeable improvement in the inmate's ability to manage his or her illness with significant improvement in the inmate's overall functioning;
  - (b) No current threat of harm to self or others;
  - (c) Consistent appropriate behavior for a period of at least six months;
  - (d) Noticeable improvement in insight, judgment, and reasoning demonstrated through improved capacity for problem-solving and decision-making abilities;
  - (e) Consistent medication compliance;
  - (f) Improved interpersonal relationships with peers and staff;
  - (g) Capacity for adjustment in a new placement; and
  - (h) Ability to effectively advocate for his or her needs.
- (2) When the ICHU treatment team determines that an inmate is capable of functioning in a less restrictive setting, the treatment team case manager or designee will refer the inmate to the facility case manager IV with a recommendation for appropriate placement.
  - (a) If the recommended move is to general population or another facility of the same security level, the case manager IV will forward a "Facility Assignment Form (FAF)" ([DOC 060204A](#)) and current copy of the "Consolidated Record Card" ([DOC 060211H](#))

to the Population Office for those inmates housed at JHCC and MBCC.

- (b) Inmates housed at OSP will not be moved to general population unless also approved by the mental health authority, OSP facility head, the division manager, and the administrator of Classification and Population.
- (c) If movement results in a change in security level, a full transfer packet is required in accordance with [OP-060204](#) entitled "Offender Transfers."
- (d) The treatment team or designee and the facility head or designee will consult regarding appropriate housing or program assignments or transfers to other institutions.
- (e) If an alternative facility placement is recommended, the treatment team will make every effort to identify more than one facility capable of meeting the mental health needs of the discharging inmate.
- (f) Transfers to another facility will be in accordance with procedures outlined in [OP-060204](#) entitled "Offender Transfers."
- (g) A written summary that includes all relevant information such as the inmate's suicide risk, substance use history, psychiatric/mental health history and treatment, strengths and needs, diagnoses, current medications and a summary and recommendations for future treatment will be prepared and documented in the electronic health record (EHR) to facilitate continuity of care once the inmate transfers to his/her recommended placement.

### (3) HP Discharges

Normally, inmates will not discharge from an HP to another facility unless an assessment is made by the treatment team that the inmate is not a risk of being assaulted or abused, can care for basic needs without assistance, and can obtain his/her rights and privileges without assistance. Completion of basic

program requirements does not equal criteria for discharge from the program. Special situations will be reviewed by the treatment team.

C. Returns to Alternate Facilities

On rare occasions, an inmate may be sent to a facility other than the sending facility to assist in his/her successful reintegration into general population. When an inmate is being moved from an MHU, ICHU, or HP to another facility other than the sending facility, the move will be coordinated through notification to the Population Office by a "Facility Assignment Form" and current copy of the "Consolidated Record Card."

D. Evaluation Summary

When an inmate is not admitted to an MHU, ICHU or HP, the treatment team will provide an evaluation summary and recommendations for treatment/management to the sending facility (or receiving facility in the case of alternative facility placement) on the "Evaluation Summary" form ([DOC 140127B](#), attached).

1. The "Evaluation Summary" will be entered into the EHR with notification made to the receiving QMHP via cosigning the receiving QMHP to the EHR entry and via verbal communication.
2. Medical and classification records and the inmate's property will be returned with the inmate.

V. Treatment, Housing, and Other Special Considerations (4-4399)

A. Treatment

1. Inmates admitted to an MHU, ICHU or HP will be encouraged to participate in the various mental health treatment activities and programs recommended by the treatment team.
2. Program failures will not be given for non-participation in mental health treatment. Non-participation will be addressed via modification of the individualized treatment plan.

B. Psychiatric Emergencies

Emergencies involving psychotropic medication issues will be addressed within the guidelines of [OP-140652](#) entitled "Involuntary Psychotropic Medication In Non-Emergency Situations" and/or [OP-140653](#) entitled "Emergency Forced Psychotropic Medication." In psychiatric emergencies, security staff is responsible for immediately responding to all related orders from the QMHP.

C. Use of Therapeutic Restraints and Seclusion

Therapeutic restraints and seclusion may be used within MHUs and will adhere to the procedures outlined in [OP-140141](#) entitled "Therapeutic Restraints and Seclusion" and [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."

D. Use of Housing Designated for the Acute or Chronic Care of Inmates with Serious Mental Illness

1. Housing designated for the acute or chronic care of inmates with serious mental illness, developmental disabilities and/or significant cognitive impairment (e.g., MHU, ICHU, HP, safe cells) will not be used to house inmates from the general population of the facility. Inmates from the general population of a facility with an MHU, ICHU and HP may be admitted to the specialized unit pursuant to the procedures described above.
2. Moves from the MHU, ICHU, or HP will be initiated by mental health staff. Non-mental health staff will not move an inmate from one of these levels of care without the agreement of mental health staff.
3. Cell assignment will be determined by the appropriate mental health treatment team or, in case of emergencies, by the mental health authority.

E. Placement in Restrictive Housing Cells

If it becomes necessary to temporarily place an inmate from an MHU, ICHU or HP in a restrictive housing unit for security or custody reasons, the procedures in [OP-040204](#) entitled "Segregation Measures" and [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities" will be followed.

VI. Discharge from Department of Corrections Custody

Inmates whose sentences will expire while assigned to an MHU, ICHU or HP will be reviewed at least 120 days before their projected release date.

- A. A written discharge summary that includes the inmate's background information, family/marital history, education, employment and vocational history, leisure/recreation activities, physical/medical history, substance use history, psychiatric/mental health history and treatment, strengths and needs, diagnoses, current medications and a summary and recommendations for future treatment should be prepared to facilitate discharge planning/re-entry services and continuity of care.

- B. Assistance with applications for Social Security Administration benefits and Medicaid benefits will be provided as appropriate.
- C. Inmates not covered by an insurance program may be provided an appropriate supply of prescribed medication(s) in accordance with [OP-140130](#) entitled "Pharmacy Operations."

## VII. References

Policy Statement No. P-140100 entitled "Offenders Medical, Mental Health and Dental Care"

OP-040204 entitled "Segregation Measures"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-060204 entitled "Offender Transfers"

OP-140113 entitled "Offender Assistants"

OP-140129 entitled "Suicide Prevention"

OP-140130 entitled "Pharmacy Operations"

OP-140141 entitled "Therapeutic Restraints and Seclusion"

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

OP-140652 entitled "Involuntary Psychotropic Medication in Non-Emergency Situations"

OP-140653 entitled "Emergency Forced Psychotropic Medication"

## VIII. Action

The chief mental health officer is responsible for compliance with this procedure.

The division manager of Health Services is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs" dated December 12, 2014

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060204A</a>	“Facility Assessment Form (FAF)”	<a href="#">OP-060204</a>
<a href="#">DOC 060211H</a>	“Consolidated Record Card”	<a href="#">OP-060211</a>
<a href="#">DOC 140127A</a>	“Mental Health Unit (MHU), Intermediate Care Housing Unit (ICHU) or Habilitation Program (HP) Referral Form”	Attached
<a href="#">DOC 140127B</a>	“Evaluation Summary”	Attached
MSRM Form	“Medical Transfer Summary”	EHR
MSRM Form	“Intra-System Transfer Health Screening”	EHR