

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 5/20/2016	NUMBER: G-51.6
	Replaces: 7/8/2015	
	Formulated: 10/85 Reviewed: 04/16	Page 1 of 2
REFERRAL OF AN OFFENDER FOR ADMISSION INTO A MENTAL HEALTH INPATIENT TREATMENT FACILITY		

PURPOSE: To establish a process for referring offenders for admission into a mental health inpatient treatment facility.

POLICY: Offenders may be in need of short-term or extended hospitalization in a psychiatric facility as a result of acute mental illness and/or suicidal/self-injurious behavior.

PROCEDURE:

- I. Mental health staff, medical staff, local ER staff or ranking security staff (on units without 24 hour medical coverage) may refer an offender for evaluation of need for admission to a psychiatric inpatient or crisis management facility.

- II. Offenders presenting with urgent or emergent needs such as self-injurious behavior or extreme agitation which cannot be appropriately managed at the assigned unit should be referred to a designated psychiatric facility for crisis management. In order to accomplish the transfer, the following steps should be followed:
 - A. Medical clearance from medical staff either on-site or on-call is required. All offenders must be medically stable prior to transfer to a psychiatric facility.
 - B. Obtain an authorization from a physician, psychiatrist, mid-level practitioner, or qualified mental health professional for transfer to crisis management.
 - C. Contact the nearest crisis management facility and provide the information requested to the inpatient personnel.
 - D. Notify the facility Warden of both the sending and receiving units; notify the Classification and Records Office (CRO) by e-mail and arrange for transportation of the offender.
 - E. After hours, the referring staff should contact the on-call psychiatric provider who will determine appropriate treatment and/or transfer as per security protocols.
 - F. Offenders who are at risk for suicide or self-injury will remain under constant direct observation (CDO) by security staff until transferred.

- III. Offenders presenting with acute or chronic mental disorders which are not urgent or emergent in nature, but which may require inpatient treatment, should be referred to the designated inpatient facility.
 - A. In order to accomplish the transfer, the referring staff should contact the nearest inpatient facility and provide a summary of the patient's symptoms, reason for referral and the course of treatment to date.
 - B. The receiving staff will notify the sending staff of acceptance for admission. The sending unit will notify the facility Warden and the CRO by e-mail. They will also arrange for the transportation of the patient.

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 5/20/2016	NUMBER: G-51.6
	Replaces: 7/8/2015	
	Formulated: 10/85 Reviewed: 04/16	Page 2 of 2
REFERRAL OF AN OFFENDER FOR ADMISSION INTO A MENTAL HEALTH INPATIENT TREATMENT FACILITY		

Reference:

ACA Standard 4-4351 (Ref. 3-4350), Emergency Plan (Mandatory)
ACA Standard 4-4374 (Ref. 3-4367), Mental Illness and Developmental
Disability (Non-Mandatory)