

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 5/30/18	NUMBER: G-51.6
	Replaces: 5/20/16	
	Formulated: 10/85 Reviewed: 04/18	Page 1 of 2
REFERRAL OF AN OFFENDER FOR ADMISSION INTO A MENTAL HEALTH BEHAVIORAL HEALTH FACILITY		

PURPOSE: To establish a process for referring offenders for admission into a mental health Behavioral Health 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 Behavioral Health Facility 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 Behavioral Health Facility 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 Behavioral Health Facility treatment, should be referred to the designated Behavioral Health Facility.
 - A. In order to accomplish the transfer, the referring staff should contact the nearest Behavioral Health 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.

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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)