

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
TEXAS CORRECTIONAL OFFICE ON OFFENDERS WITH MEDICAL
OR MENTAL IMPAIRMENTS (TCOOMMI)**



**PROGRAM GUIDELINES
AND PROCESSES**

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SUPERSEDES: 5-1-14 (rev. 3)

SUBJECT: DUALY DIAGNOSED RESIDENTIAL FACILITY

APPLICABILITY: Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) Continuity of Care (COC) staff and Local Mental Health Authority (LMHA) contracted TCOOMMI program staff.

PURPOSE: To provide guidelines regarding the coordination for placement of offenders with mental illness in a dual diagnosis residential program to include admission, treatment, and post release continuity of care.

DISCUSSION: In some instances a probation offender with a mental illness that also has a concurrent substance abuse issue are subject to placement in a dual diagnosis residential program. The program is designed to meet the needs of both behavioral health issues in a more intensive setting. The facility is operated by the county in which it is located but offenders on probation from a county other than the county in which the program is located are eligible for placement if space permits and are accepted for placement. Mental health services are provided by the TCOOMMI contracted Local Mental Health Authority (LMHA) program serving the county in which the facility is located.

For further information on a Community Corrections Facility refer to the Residential Services section located in the Community Justice Assistance Divisions' (CJAD's) *Standards for CSCDs* which can be found on the TDCJ website.

PROCEDURES:

I. Offender Referral and Placement

- A. Only those offenders on probation that have a documented severe and persistent mental illness eligible for services under the TCOOMMI program with a substance abuse issue are suitable for placement in a mental health residential treatment program.

- B. The supervising Community Supervision and Corrections Department (CSCD) and the current LMHA program providing services are responsible to staff individual cases to determine if referral to a Residential Facility is appropriate.
- C. For those offenders identified as appropriate for residential services, a referral packet consisting of documents (as required by the receiving facility) shall be submitted to both the CSCD Residential Facility Director and the TCOOMMI Program Director with the LMHA providing services at the Residential Facility (also known as the Facility LMHA) for review. The CSCD Residential Facility Director and the Facility LMHA Program Director are to review the referral within two (2) business days of receipt.
- D. If a determination is made that the offender is appropriate for residential services, the Facility LMHA Program Director shall forward a *Residential Authorization* form to the TCOOMMI Compliance Monitor using the TCOOMMI mailbox at programstcoommi@tdcj.texas.gov. The *Residential Authorization* form can be found on the TCOOMMI website under heading "Contracted Vendor Documents" using the link: http://tdcj.state.tx.us/divisions/rid/rid_tcoommi_contract_vendor_program.html.
- E. The TCOOMMI Compliance Monitor shall review the *Residential Authorization* form to verify eligibility criteria has been met and respond indicating approval or denial to the program within two (2) business days.
- F. Upon receipt of the TCOOMMI Compliance Monitor's decision, the Facility LMHA Program Director shall open a referral in the TCOOMMI Web Application (WebApp) as well as notify the referring entity of acceptance or denial into the program and coordinate a date of arrival with the sending CSCD or other referring entity. The supervising CSCD/referring entity is responsible for the transportation of the offender to the Residential Facility.
- G. Prior to the client's arrival, the Facility LMHA and sending LMHA are responsible to coordinate the transfer of appropriate treatment records along with any existing medications prescribed in order to facilitate appropriate continuity of care.

II. Assessment and Treatment Planning

- A. The offender is to be assessed by appropriate clinical staff within twenty four (24) hours of arrival at the Residential Facility. The assessment should address both treatment and medication needs.
- B. Within seven (7) calendar days of admission, the Facility LMHA staff shall be responsible for the coordination, development and implementation of the offender's Individual Treatment Plan (ITP). Each ITP shall be developed with input from the interdisciplinary team (IDT) which shall include, at a minimum, the Facility LMHA case worker, the substance abuse provider, and the

supervising CSCD officer. The ITP shall include documentation of all supervision and treatment needs of the offender.

- C. After the initial ITP is developed and implemented, the ITP shall be reviewed, at a minimum, every thirty (30) calendar days until the offender discharges from the facility. The ITP shall also be updated based on clinical improvement or decline while in the facility program.

III. Service Delivery Within the Facility

- A. The Facility LMHA staff are responsible for identifying offender needs, providing both individual and group mental health treatment, facilitating the offender's attendance in psychosocial rehabilitation groups and individual sessions, as well as substance abuse groups and meetings as coordinated with the CSCD and as clinically indicated.
- B. The Facility LMHA staff shall coordinate with the local LMHA to ensure crisis intervention is available for the offender population twenty-four (24) hours a day, seven (7) days a week.
- C. The Facility LMHA staff are to identify and coordinate the offender's access to all available therapeutic and rehabilitative services, including inter- and intra-agency resources, while the client is in the residential program as well as those necessary for post release needs.
- D. In the event of termination from the program for a reason other than successful completion, the Facility LMHA staff shall submit an *Incident Report* form to the TCOOMMI Compliance Monitor in accordance with PGP-01.06, *Incident Reporting*.
- E. Progress reports and/or documentation of IDT meetings shall be forwarded to the supervising officer every thirty (30) days, at a minimum.

IV. Post Release Continuity of Care Coordination


- A. The Facility LMHA staff shall initiate COC services upon receipt of an approved release plan. Within one (1) working day following receipt of approved release plan, the Facility LMHA staff shall:
 - 1. Notify the supervising officer of the upcoming release of the offender;
 - 2. Enter a TCOOMMI County to County COC referral into the TCOOMMI WebApp to the receiving LMHA TCOOMMI Program Director with notification of the upcoming release, and;
 - 3. Forward all supporting documentation such as medical records and progress reports to the receiving LMHA TCOOMMI Program Director for review and continuity of care purposes.

B. Within two (2) working days following receipt of the TCOOMMI referral, the receiving LMHA staff shall:

1. Enter the intake appointment information into the TCOOMMI WebApp for the Facility LMHA staff to provide notice to the resident.
2. Notify the supervising officer of the appointment time and date. Wherever possible, and subject to availability, the offender will be placed on a specialized mental health caseload and receive the appropriate TCOOMMI services.
3. Close the current residential WebApp referral and forward a copy of all documentation and, if applicable, medications.

V. Status Reports

- A. The Facility LMHA Program Director shall submit the *Weekly Status Report* to the TCOOMMI Program Specialist using the TCOOMMI mailbox at programstcoommi@tdcj.texas.gov. by close of business each Friday. The *Weekly Status Report* form can be found on the TCOOMMI website under heading "Contracted Vendor Documents" using the link: http://tdcj.state.tx.us/divisions/rid/rid_tcoommi_contract_vendor_program.html.
- B. Monthly statistical reports are due no later than the third working day of each month in accordance with PGP-01.10, *Program Management and Oversight*.



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