



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Correction

301 S. Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130



DONAL CAMPBELL  
COMMISSIONER

June 17, 2005

ADMINISTRATIVE REGULATION  
NUMBER 611

OPR: TREATMENT

## INMATE ORIENTATION TO MENTAL HEALTH SERVICES

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for informing inmates about all available mental health services and how to access them.

### II. POLICY

Information about inmate orientation to mental health services, including institutional-specific material, will be communicated orally and/or in writing at:

- A. Mental health screening (reception)
- B. Receiving institution

### III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, Mental Health Definitions and Acronyms, for definitions of the following terms used in this AR:

Institutional-specific information

Intake mental health screening

Mental Health Staff Orientation

### IV. RESPONSIBILITIES

- A. The orientation staff at each institution is responsible for communicating specific information orally and/or in writing about the available mental health services in the ADOC. The orientation staff will assist those inmates who have communication related barriers.

- B. The ADOC Psychological Associates, at intake institutions, are responsible for providing the inmate with orientation information when completing the intake mental health evaluation.
- C. The Mental Health Director is responsible for ensuring that each institution develops a written inmate orientation to mental health services.
- D. The Mental Health Quality Improvement Committee is responsible for assessing each institution's orientation to mental health services.
- E. The Supervising Psychologist is responsible for reviewing the orientation program.

V. **PROCEDURES**

- A. Inmates will be provided an individual verbal or written description of available mental health services during the initial mental health orientation which will include:
  - 1. Available mental health services
  - 2. Voluntary nature of services offered
  - 3. How to access routine mental health services
  - 4. How to access emergency mental health assistance
  - 5. Limits and extent of the confidential nature of mental health services
  - 6. Inmate co-payments are not required for mental health services
- B. The inmate will be asked to sign ADOC Form MH-002, Inmate Orientation to Mental Health Services, acknowledging the material has been explained. The original will be filed in the inmate's medical record and a copy will be given to the inmate.
- C. Special issues of communication relating to any inmate disability will be considered and addressed during the orientation process. When a literacy problem is known to exist, the staff member will assist the inmate in understanding the material. When a language problem exists, the staff member will attempt to locate someone to explain the material in the inmate's language.
- D. The Mental Health Director will ensure that each institution develops an institution specific written orientation to outline the mental health services available at their institution. This information will be included during the institution's orientation process.
- E. Each institution's orientation to mental health services will be assessed for content and effectiveness annually by the Mental Health Quality Improvement Committee.
- F. The Supervising Psychologist will develop and review the orientation material annually to ensure that the information is current and accurate.

**VI. DISPOSITION**

Refer to AR 601, Mental Health Forms and Disposition

**VII. FORMS**

Refer to AR 601, Mental Health Forms and Disposition, for:

ADOC Form MH-002, Inmate Orientation to Mental Health Services


**VIII. SUPERCEDES**

This regulation supercedes Administration Regulation 451 dated October 5, 2001.

**IX. PERFORMANCE**

This AR is published under the authority of:

- A. The Bradley Agreement of August 8, 2000
- B. National Commission on Correctional Health Care: Standards for Health Care in Prisons, 2003
- C. The Department of Mental Health and Mental Retardation Statutory Authority: Code of Alabama, 1975, Section 22-50-11.

  
\_\_\_\_\_  
Donal Campbell, Commissioner