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ADMINISTRATIVE REGULATION
NUMBER 624

OPR: MENTAL HEALTH SERVICES

MENTAL HEALTH SEGREGATION ROUNDS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for mental health segregation (SEG) rounds.

II. POLICY

It is the policy of ADOC to conduct regular administrative and disciplinary segregation rounds to monitor the mental status of inmates, identify inmates who may be experiencing difficulty in this restrictive environment and to ensure their access to mental health services.

III. DEFINITION(S) AND ACRONYM(S)

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

Mental Health Rounds

Crisis Cell

Segregation

Segregation Review Board

Cube

IV. RESPONSIBILITIES

ADOC Psychologists, Psychological Associates and contracted mental health staff are responsible for conducting mental health rounds on a regular basis to monitor the mental status of inmates housed in Disciplinary/Administrative Segregation Units and Death Row. The mental health rounds do not substitute for the on-going assessment and treatment of inmates previously identified as having a serious mental illness. Administrative reviews and rounds of segregation units conducted by the ADOC Psychologists and Psychological Associates complement but do not replace the mental health rounds performed by the contracted mental health staff.

V. PROCEDURES

A. ADOC Psychologists and Psychological Associates shall conduct mental health rounds in Segregation (SEG) Units and Death Row at least twice each week, and once during the Segregation Review Board Rounds. The contracted mental health staff shall conduct mental health rounds in Segregation (SEG) Units and Death Row at least twice each week, and once during the Segregation Review Board Rounds. ADOC Psychology staff and contracted mental health staff shall coordinate schedules so as not to duplicate rounds on the same day. The rounds shall consist of:

1. Signing ADOC Form 434-A, *Segregation Unit Record Sheet*, for each inmate seen.
2. Scheduling mental health rounds to minimize disruption of the unit's operations and maximize finding the inmates awake and willing to respond to brief questions.
3. Conducting a brief interview with each inmate housed in Segregation / Death Row. The interview shall consist of, but is not limited to:
 - a. Ensuring that the cell door window provides an unobstructed view of the inmate and housing unit.
 - b. Making visual contact with the inmate.
 - c. Assessing the inmate's presentation to include mood, affect, compliance with treatment, personal hygiene and level of functioning.
 - d. Evaluating the condition of the housing unit.

4. Notifying the Correctional Officers in the Segregation Units and Death Row of any problematic inmate behaviors that have been observed.
 5. Referring inmates with non-emergency mental health needs for routine follow-up as necessary by completing ADOC Form MH-008, *Referral to Mental Health*.
 6. Referring inmates with immediate mental health needs verbally to the institution's Supervising Psychologist/Psychiatrist and:
 - a. Completing ADOC Form MH-008, *Referral to Mental Health*.
 - b. Transferring the inmate to a crisis cell, if necessary.
 - c. Noting on ADOC Form MH-038, *Mental Health Segregation Rounds Log*.
 7. Documenting in the inmate's medical file on ADOC Form MH-040, *Progress Notes* only if there is a critical incident or a significant change in the inmate's functioning.
- B. Contracted mental health staff shall provide Correctional Officers assigned to Segregation Units a weekly roster of inmates coded with Mental Health Codes Zero through Six to alert them to the inmate's special needs.
- C. ADOC Form MH-038, *Mental Health Segregation Rounds Log*, shall be maintained by the staff conducting the rounds.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

Refer to AR 601, *Mental Health Forms and Disposition*.

- A. ADOC Form MH-008, *Referral to Mental Health*.
- B. ADOC Form MH-038, *Mental Health Segregation Rounds Log*.
- C. ADOC Form MH-040, *Progress Notes*.
- D. ADOC Form 434-A, *Segregation Unit Record Sheet*.

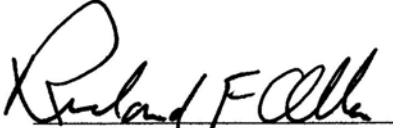
VIII. SUPERCEDES

This Administrative Regulation supersedes AR 624, *Mental Health Segregation Rounds*, dated October 20, 2006 and any changes.

IX. PERFORMANCE

This Administrative Regulation is based upon:

- A. The Bradley Agreement of August 8, 2000.
- B. National Commission on Correctional Health Care: *Standards for Health Care in Prisons, 2003*.
- C. Code of Alabama 1975 as amended, § 22-50-11, Department of Mental Health and Mental Retardation.
- D. Ron Cavanaugh, e-mail to DOC - #Warden Secretary; DOC - #Wardens, April 25, 2008, Subject: Mental Health Adm Seg Rounds.


Richard F. Allen, Commissioner