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**ADMINISTRATIVE REGULATION
NUMBER**

614

OPR: HEALTH SERVICES

INTRA-SYSTEM MENTAL HEALTH TRANSFERS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for ensuring continuity of care for inmates receiving mental health services or who are identified as needing services at the time they are transferred within the ADOC system.

II. POLICY

Qualified medical and mental health care professionals review every inmate’s health record prior to and following transfer between facilities to ensure continuity and integration of necessary health services and that inmates who need mental health services are evaluated for addition to the caseload.

III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, *Mental Health Definitions and Acronyms*, for a complete glossary of terms.

IV. RESPONSIBILITIES

- A. The ADOC Director of Mental Health Services is responsible for ensuring the development and oversight of this AR.
- B. The ADOC Director of Psychiatry is responsible for ensuring the requirements of this AR are consistent with relevant clinical standards and guidelines.
- C. The ADOC Psychologists are responsible for oversight and monitoring implementation of this AR.

- D. Vendor Mental Health Program Director is responsible for ensuring all vendor staff are trained on the requirements of this AR and implementation is monitored through a continuous improvement process.
- E. Vendor Mental Health Site Administrator and Health Services Administrator are jointly responsible for ensuring all vendor health staff comply with this AR.
- F. Vendor Qualified Medical and Mental Health Care Professionals are responsible for communicating all relevant clinical information from the sending to the receiving facility.
- G. Each Warden or designee is responsible for ensuring that no inmate transfers prior to a review of health care information as required by this AR.

V. **PROCEDURES**

- A. Classification will notify the facility's Mental Health Site Administrator and Health Services Administrator of all pending transfers from or to the facility.
- B. When an inmate is scheduled for transfer to another facility, a qualified mental health professional (QMHP) will promptly complete ADOC Form MH-080, *Mental Health Referral/Transfer Form*, whether the inmate is currently on the mental health caseload or not.
 - 1. If the inmate is not on the caseload, the MH-080 will note the MH-A code and whether the inmate has received any crisis or other mental health services within the past year.
 - 2. When clinically necessary, the treatment coordinator at the sending facility will discuss the case with a QMHP at the receiving facility.
 - 3. The MH-080 covers the comprehensive health care needs in addition to ADOC OHS Form HC-3-a, *Intra-System Transfer / Receiving Screening*.
 - 4. Form MH-080 does not apply to non-scheduled transfers, such as crisis placement.
- C. The sending facility health care staff will send at least a seven (7) day supply of all prescribed medication to the receiving facility health care unit.
- D. The health record will travel with the inmate and immediately be delivered to the health care unit at the receiving facility.

- E. The healthcare staff at the receiving facility will review and complete ADOC Form MH-080, *Mental Health Referral/Transfer Form* and ADOC-OHS Form E-3a, *Intra-System transfer/Receiving Screening*.
- F. The receiving nurse will review the Master Problem List and relevant documentation in the medical and mental health progress notes of the inmate's health record.
- G. The receiving nurse will complete ADOC Form MH-008, *Health Care Request/Referral Form*, when on the mental health caseload or otherwise indicated, following the procedure outlined in AR 609, *Referral to Mental Health*.
- H. All inmates transferring for crisis placements will be screened and assessed according to AR 627.
- I. At the time of transfer, each inmate not on the caseload should be considered for referral and addition to the caseload if there is any evidence in the transfer information or upon clinical interview or observation by the receiving nurse of potential mental health concerns.

VI. DISPOSITION

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

VII. FORMS

Refer to AR-601, *Mental Health Forms and Dispositions* for:

- A. ADOC Form MH-008, *Health Care Request/Referral Form*
- B. ADOC Form MH-080, *Mental Health Referral/Transfer Form*
- C. ADOC-OHS Form E-3a, *Intra-System Transfer/Receiving Screening*

VIII. SUPERSEDES

This AR supersedes AR 614 dated March 8, 2005.

IX. PERFORMANCE

This AR is published under the authority of and/or consistent with:

- A. Alabama Code Section 14-1-1.1, et seq.

- B. Braggs et al. v. Hamm et al., No. 2:14-cv-00601-MHT-JTA, in the U.S. District Court for the Middle District of Alabama.
- C. The National Commission on Correctional Health Care: *Standards for Health Care in Prisons*, 2018, (P-E-03 Transfer Screening, P-E-02 Receiving Screening, P-E-09 Continuity, Coordination, and Quality of Care During Incarceration).
- D. The National Commission on Correctional Health Care; *Standards for Mental Health Services in Correctional Facilities*, 2015, (MH-E-03, Transfer Screening).



John Q. Hamm
Commissioner