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Department of Corrections

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JOHN Q. HAMM
COMMISSIONER

March 8, 2024

ADMINISTRATIVE REGULATION NUMBER 628 **OPR: HEALTH SERVICES**

INMATE DISCHARGE PLANNING

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the policies, procedures, and responsibilities for providing discharge planning to inmates at the time of release from ADOC custody.

II. POLICY

It is the policy of the ADOC to ensure that a process is maintained for providing discharge planning for continuity of care to inmates receiving mental health services in ADOC custody at the time those inmates are released from ADOC custody.

III. DEFINITIONS AND ACRONYMS

A. **Continuity of Care:** Seamless provision of treatment services through integration, coordination, and sharing of information between QMHPs, programs, and facilities, with an emphasis in maintaining on-going therapeutic relationships.

B. **Spontaneous Release**: A release that occurs prior to the inmate's scheduled minimum release date due to a court order, amended transcript, or changes in parole status. The release could occur anywhere between as soon as the day ADOC receives the update or up to two (2) weeks later, depending upon the circumstances (e.g., detainer, in or out-of- state pickup arrangements, etc.).

C. **Treatment Coordinator**: A licensed psychologist or licensed counselor assigned to provide and coordinate mental health services to the inmate and who will chair the Treatment Team.

IV. RESPONSIBILITIES

A. The ADOC Director of Mental Health Services is responsible for ensuring oversight of the development of this AR.

B. The ADOC Director of Psychiatry is responsible for ensuring this AR is consistent with relevant professional standards.

C. The ADOC Regional Psychologists are responsible for oversight and monitoring of the implementation of this AR.

D. The Vendor Mental Health Program Director is responsible for ensuring all Vendor staff receive training on the implementation of this AR.

E. The Vendor Health Services Administrator and the Vendor Mental Health Site Administrator at each facility are jointly responsible for ensuring that all Vendor staff at that facility receive training on the implementation of this AR.

V. PROCEDURES

A. End-of-Sentence (EOS) Discharge Planning:

1. The Vendor Mental Health Site Administrator at each facility will:

   a. Collaborate with the ADOC Classification Unit at that facility to receive a weekly list of inmates scheduled for EOS.

   b. Maintain an updated log of all inmates scheduled for EOS and those released.

2. The Treatment Coordinator of an inmate scheduled for EOS will:

   a. Schedule a discharge meeting for that inmate's Treatment Team to coordinate the continuity of care for mental health services in the community for that inmate in accordance with AR 622, *Treatment Planning*.

      The Treatment Team of that inmate will use clinical judgment in determining whether that inmate is clinically appropriate for either discharge or a recommendation for the referral to court-ordered mental health hospital-level care in accordance with AR 634,*Court-Ordered Mental Health Hospital-Level Care*.

   b. Obtain consent from that inmate to release that inmate's PHI to the community provider in accordance with AR 604, *Confidentiality in Mental Health Services*.

   c. Schedule an initial appointment with a community provider for the earliest date possible from the date of EOS for the continuity of care for mental health services in the community.

d. Provide a brief clinical summary to each community provider with whom that inmate has a scheduled initial appointment to ensure the continuity of care for mental health services in the community.

e. Provide that inmate with the information for all initial appointments with community providers for the continuity of care for mental health services in the community.

f. Document discharge planning efforts on ADOC Form MH-040, *Progress Notes*, and file this information in the mental health section of that inmate's medical record.

3. The Vendor nursing staff at each facility will:

a. Provide the ADOC security staff coordinating the release of that inmate with a minimum 30-day supply of all medications, including psychotropic medications, for which that inmate has a current order at EOS.

b. Provide that inmate with patient education for both mental health and medical needs and services.

c. Coordinate with Vendor medical staff to ensure that appointments with a community provider are scheduled for the continuity of care for medical services in the community.

B. Spontaneous Release Discharge Planning:

1. The Vendor Mental Health Site Administrator at each facility will:

a. Collaborate with the ADOC Classification Unit at that facility to receive a weekly list of inmates scheduled for Spontaneous Release.

b. Maintain an updated log of all inmates scheduled for Spontaneous Release and those released.

2. The Treatment Coordinator of an inmate scheduled for Spontaneous Release will:

a. Obtain consent from that inmate to release that inmate's PHI to the community provider in accordance with AR 604, *Confidentiality in Mental Health Services*.

b. Take all reasonable efforts to schedule an initial appointment with a community provider for the earliest date possible from the date of

Spontaneous Release for the continuity of care for mental health services in the community

c. Take all reasonable efforts to provide a brief clinical summary to each community provider with whom that inmate has a scheduled initial appointment to ensure the continuity of care for mental health services in the community.

d. Take all reasonable efforts to provide that inmate with the information for all initial appointments with community providers for the continuity of care for mental health services in the community.

e. Document discharge planning efforts on ADOC Form MH-040, *Progress Notes*, and file this information in the mental health section of that inmate's medical record.

3. The Vendor nursing staff will:

a. Provide the ADOC security staff coordinating the release of that inmate with a minimum 30-day supply of all medications, including psychotropic medications, for which that inmate has a current order at Spontaneous Release.

The Vendor nursing staff may arrange a local pharmacy to provide that inmate with the minimum 30-day supply of all medications.

b. Take all reasonable efforts to provide that inmate with patient education for both mental health and medical needs and services.

c. Take all reasonable efforts to coordinate with Vendor medical staff to ensure that appointments with a community provider are scheduled for the continuity of care for medical services in the community.

C. Parole Discharge Planning:

The Treatment Coordinator of an inmate scheduled for parole will:

1. Obtain consent from that inmate to release that inmate's PHI to that inmate's Parole Officer in accordance with AR 604, *Confidentiality in Mental Health Services*.

2. Respond to inquiries related to mental health services from that inmate's Parole Officer to ensure the continuity of care for mental health services.

D. Community Corrections Program Discharge Planning:

The Treatment Coordinator of an inmate approved for participation in a Community Corrections Program will:

1. Obtain consent from that inmate to release that inmate's PHI to that inmate's Community Corrections Program Director in accordance with AR 604, *Confidentiality in Mental Health Services*.

2. Respond to inquiries related to mental health services from that inmate's Community Corrections Program Director to ensure the continuity of care for mental health services.

VI. DISPOSITION

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

VII. FORMS

ADOC Form MH-040, *Progress Note*.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 628, *Inmate Discharge Planning*, dated October 20, 2006, and any related changes.

IX. PERFORMANCE

A. Code of Alabama 1975 § 14-1-1.1 *et seq.*

B. NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE, STANDARDS FOR MENTAL HEALTH SERVICES IN CORRECTIONAL FACILITIES (2015).

C. NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE, STANDARDS FOR HEALTH SERVICES IN PRISONS (2018).

John Q. Hamm
Commissioner

Alabama Department of Corrections

PROGRESS NOTE

(One note per sheet)

Date:	Purpose:	MH Code: _____
Start Time:	Location:	SMI: ☐ Y ☐ N
End Time:	Confidential Location: ☐ Y ☐ N If No, explain:	

INMATE NAME	AIS #	FACILITY

ADOC Form MH-040
03-2024

Disposition: Inmate Health Record