

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Care and Treatment of Patient -  
Access to Services

POLICY # TX I-3

PAGE 1 of 2

SUBJECT: Mental Health Outpatient Services

EFFECTIVE DATE: June 2011  
SUPERSEDES DATE: December 2008

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## References

**Related ACA Standard**

**4<sup>th</sup> Edition Standards for Adult Correctional  
Institutions 4-4368**

## PURPOSE

To establish and delineate facets of outpatient mental health services that shall be available to those inmates with serious mental illness as well as others who are identified with less severe mental health needs. To identify methods in accessing outpatient mental health services.

## POLICY

Mental health outpatient services shall be available to all inmates identified with a serious mental illness and those with less severe mental health needs related to emotional, cognitive and behaviors deficits.

## PROCEDURE

I. Outpatient Mental Health Services may provide, but are not limited to the following services:

- A. Mental health screening, appraisal and evaluation;
- B. Assessment of inmates for developmental disabilities;
- C. Crisis intervention;
- D. Individual and group therapy;
- E. Day treatment program;
- F. Risk assessments;
- G. Staff consultation-liaison;
- H. Aftercare services;
- I. Education;
- J. Psychiatric evaluation and chemotherapy, including use of tele-psychiatry clinics as indicated.

II. Responsibility

- A. Psychology Program Managers are authorized to manage the delivery of mental health services within their respectively assigned region, acting in consultation with the psychiatrist who covers those facilities within the given region that are classified as M-3 (i.e., accepting inmates who are prescribed psychotropic medications);
- B. Mental health outpatient services shall be provided by a qualified mental health professional who meets the educational, licensure and work experience required, as defined by the North Carolina Administrative Code, 10A NCAC 26D, under '.0103 Definitions.'

III. Access to services

Inmates may be referred for outpatient mental health services at any time during their incarceration by completing the Referral DC-540 at which time they will be screened and triaged by psychology. Referral sources include but not limited to:

- A. Staff members completing an intake screening conducted at the Reception Diagnostic (Processing) Centers;

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- B. Staff members who complete an OPUS Mental Health Screening Inventory (MHSI);
- C. Staff members who interact with the inmate at any time during incarceration, including those from health services, nursing, dental, custody, the clergy, or approved non-DOC staff (e.g., instructors from community colleges providing educational programs to inmates);
- D. Inmates who self refer.

## IV. Implementation of Services

- A. There shall be available, system-wide, outpatient mental health services covering all M-grades, custody levels, and health services acuity levels;
- B. Services shall be provided by a combination of psychiatric, psychological, and social work staff as clinically indicated;
- C. Services shall be provided in the most effective and clinically indicated manner, as documented by mental health staff, in order to meet inmates' mental health treatment needs;
- D. An individualized treatment plan shall be developed for each inmate who is on an active mental health caseload and is receiving outpatient services;
- E. Inmates on an active mental health caseload receiving outpatient services shall be seen by a qualified mental health professional at least once every 45 days, or more frequently as specified in their individualized treatment plan. This interaction will be accordingly documented in the mental health record and OPUS.



6/16/11

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Date