MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure:	**MSP HS E-05.0 MENTAL HEALTH SCREENINGS AND EVALUATIONS**
Effective Date:	11/01/2010 Page 1 of 3
Revision Date(s):	12/31/2019; 06/30/2026
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I. PURPOSE

Establish requirements for mental health screening and assessment of newly admitted inmates to identify offenders who have mental health needs and ensure timely referral to mental health services.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. Structured Interview Screenings

1. Mental Health Screening
   a. A Qualified Mental Health Provider (QMHP) or mental health staff will conduct an initial mental health screening through a structured interview process on *Intake Mental Health Screening* for each newly admitted inmate, including inmates returning from contract facilities, as soon as possible but no later than 14 calendar days after admission.
   b. The first person conducting a screening will obtain a signed *Disclosure and Consent for Services* form.
   c. The person conducting the screening will:
      1) prepare the necessary documentation electronically in the Electronic Health Record (EHR); and
      2) ensure:
         a) each inmate with a positive screening for mental health problems is referred to a QMHP for a mental health evaluation; and
         b) each acutely suicidal and/or psychotic inmate is placed in a setting where they are closely monitored until a mental health evaluation is completed by a QMHP; these inmates will be referred as an emergency mental health evaluation case.
   d. The mental health screening will include but is not limited to the following:
      1) psychiatric hospitalization, psychotropic medication (including the name of the prescriber, if known), and outpatient treatment, current and past mental illnesses, as well as gathering releases of information from other facilities
      2) hospitalization due to substance use
      3) withdrawal seizures
      4) sexual abuse
      5) drug or alcohol withdrawal or intoxication
      6) suicidal behavior
      7) violent behavior
      8) victimization

9) special education placement
10) cerebral trauma or seizures
11) sex offenses
12) the current status of mental health symptoms and psychotropic medications substantiated or unsubstantiated diagnosis, with or without records review
13) suicidal ideation
14) drug or alcohol use
15) physical trauma or abuse
16) orientation to person, place, and time
17) emotional response to incarceration
18) screening for intellectual functioning

2. Mental Health Evaluation
   a. Mental Health Evaluations will be conducted in accordance with the urgency of the problem identified from the mental health screening by a QMHP or mental health staff.
      1) The specific problem will determine the response time for the mental health evaluation but in all cases the mental health evaluation must be completed within 30 days or sooner if clinically indicated.
   b. Emergent referrals require follow-up within 48 hours.
   c. The QMHP will review the mental health record, if it is available, before interviewing the inmate.
   d. Intra-system transfers:
      1) All intra-system transfer inmates will receive a mental health screening within 14 days of admission.
      2) In the event of a positive mental health screening, the QMHP will review the mental health record and interview the client using a mental health evaluation.
      3) If the inmate was assessed by a QMHP at Montana State Prison within the past year, and has a current (within the past year) mental health evaluation, the QMHP can add an addendum with any changes that have been made.
      4) Attention regarding medication continuity and new or recent changes in mental illness or diagnosis must be documented on the mental health evaluation.
      5) The QMHP conducting the interview will prepare the mental health evaluation in the EHR.
   e. The mental health evaluation will include but is not limited to the following:
      1) reason for evaluation/chief complaint/current symptoms
      2) history of present illness
      3) risk factors such as suicide ideation, homicidal ideation, hallucinations, history of violence, recent chemical abuse
      4) prescribed medication, dosage, and prescribing physician
      5) legal history
      6) past psychiatric history
      7) alcohol and drug history
      8) medical history
      9) family medical and psychiatric history
      10) social and developmental history
      11) mental status exam
      12) assessment and summary
      13) plan of care, referrals, and information/patient instruction
      14) obtaining releases of information from pertinent facilities
   f. The QMHP who conducts the mental health evaluation will prepare the necessary documentation electronically in the EHR, sign it, and ensure it is filed in the inmate's mental health and infirmary records.

g. If an inmate came in on psychotropic medications or is assessed as having a serious mental illness or developmental disability, the mental health professional will refer him for further evaluation and/or psychological testing by the psychiatrist or psychologist as appropriate.
h. In the event that an inmate did not require a mental health evaluation, as indicated by a negative Mental Health Screening, and that inmate later during incarceration requires a mental health evaluation and subsequent referral to the psychiatrist, a mental health evaluation will be completed prior to the psychiatry visit.

B. Intelligence Screening

1. Mental health staff will conduct a screening for intellectual functioning during the mental health screening process.
2. Mental health staff refer inmates for further evaluation by a QMHP whose education and credentials allow them to perform such evaluations as determined by the developer of the specific instrument used during the evaluation.
3. Results of intelligence screening and evaluations are filed in the inmate's mental health file.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.