

DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Mental Health Documentation and Information Maintenance</b>	Page 1 of 4
	NUMBER: 67-MNH-24
RULE/CODE REFERENCE:	SUPERSEDES: 67-MNH-24 dated 02/19/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 13, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish a standard procedure for documentation of an inmate's progress and participation in mental health treatment and/or activities in the inmate's mental health file.

**III. APPLICABILITY**

This policy applies to all persons employed by, or under contract with, the Department of Rehabilitation and Correction and all inmates receiving mental health care incarcerated in prisons operated by or under contract with the Department.

**IV. DEFINITIONS**

**SOAP Note** - Method of documentation employed by healthcare providers to document notes in an inmate's mental health file. The acronym is defined as S=Subjective, O=Objective, A=Assessment, P=Plan.

**Mental Health Group Documentation** – Method of documenting an inmate's attendance, participation, and presentation in each group session.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction that every contact with inmates by mental health staff is documented in a consistent and timely fashion and that pertinent information regarding inmates on the mental health caseload is stored in a centralized tracking system.

## **VI. PROCEDURES**

### **A. General Documentation by Mental Health Staff**

1. All clinical contacts with an inmate by mental health staff shall be documented in an Interdisciplinary Progress Note (DRC5287) in the mental health file on the date of contact.
2. All documentation must be legible and include the date of service, the duration of service, type of service, location of service (specific institution) and the date and time of the documentation entry. Signature, credentials and discipline must be legible.

### **B. Documentation of Individual Mental Health Contacts**

Individual SOAP note formatting shall be used for all Interdisciplinary Progress Notes (DRC5287)

1. S – Subjective - Includes information from the inmate such as the inmate's medical/mental health history, description of current symptoms, and current status.
2. O – Objective - Objective data from the healthcare professional's perspective, e.g., mental status.
3. A - Assessment - Assessment is the use of data and observations as indicated to reach a conclusion about level of progress. It is a quick summary of the main symptoms/diagnosis. The assessment determines whether the problem has been resolved or if further care is required.
4. P – Plan - Includes action designed to manage the inmate's problem, collection of additional data about the problem, individual or family education, and coordination of existing treatment goals of care.

### **C. Documentation of Mental Health Group Treatment**

1. Group treatment notes shall document each individual inmate's attendance, participation in and presentation for each group session scheduled/offered.
2. Each group participant will have an initial group note entered into the progress notes that identifies the nature and purpose of the group and the connection to treatment issues, as well as a final group note that summarizes the participation and goal achievement for each participant.
3. Group treatment notes may be maintained for each group participant using the Mental Health Group Documentation form (DRC 5312), and entered into the inmate's mental health file every month. The completed sheets shall be placed in the programming section of the file. Until these notes are placed in the file, these notes shall be available to other clinicians in an appropriately identified folder/binder to be maintained in the Mental Health file room.
4. Group notes can also be entered into the chart daily, on an individual basis, on the date the group met. These entries will be placed in the progress note section of the file.

5. Significant clinical findings or events for any inmate in any group shall also be documented in an individual progress note in SOAP format in addition to the group note.
6. Premature termination from the group for any reason, including transfer, shall be documented in a brief SOAP note and must describe the reason for the premature termination.

**Related Departmental Forms:**

Interdisciplinary Progress Note	DRC5287
Mental Health Group Documentation	DRC5312