

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Transfer of Offenders to the Ohio State Penitentiary	PAGE 1 of 5
	Number: 67-MNH-27
RULE/CODE REFERENCE:	SUPERSEDES: 67-MNH-27 dated 10/07/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 2, 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 provide exclusion criteria and procedures for screening and monitoring offenders being considered for placement at Ohio State Penitentiary (OSP).

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction, all contractors providing direct mental health and medical services to offenders, and all offenders confined in institutions operated by or as an agent of the Department.

IV. DEFINITIONS

Independently Licensed Mental Health Professional (ILMHP) - Psychiatrists, Psychologists, Advanced Practice Nurse - Mental Health (APN-MH), Professional Clinical Counselors (PCC), and Licensed Independent Social Workers, who by virtue of their training and experience, are qualified to provide mental health care and have been specifically assigned identified tasks in this policy.

Elevated Monitoring Criteria – (1) Suicide watch within the past five years; (2) Time in 5B status greater than one year; (3) Psychiatric hospitalization at any time in the offender’s life; (4) Currently taking psychotropic medications; or, (5) Mental health caseload within the past two years.

Exclusion Criteria – (1) Serious mental illness; (2) ID/DD; (3) Being actively suicidal; (4) Severe cognitive disorder (organic mental disorder) that results in significant functional impairment; or, (5) Severe personality disorder that is manifested by frequent episodes of psychosis, depression or self-injurious behavior, and results in significant functional impairment. (6) Severe maladjustment during prior OSP confinement as evidenced by 3 or more placements on suicide watch in the last 12 months and/or placement on watch lasting/exceeding 7 days and/or serious self-injury requiring outside care and hospitalization. The utilization of exclusion criteria 6 requires documented consultation w/ OSP Chief of Psychiatrist.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that a special mental health screening is completed on all offenders being considered for placement at Ohio State Penitentiary (OSP) and that elevated monitoring is available for those who are approved for transfer to OSP.

VI. PROCEDURES

A. Level 5 Recommendation/Transfer to OSP

1. The Unit Management Chief (UMC)/designee shall notify the Mental Health Administrator/Manager (MHA/MHM) of any recommendation for a security level review hearing for level 5 placement.
2. The MHA/MHM shall assign an Independently Licensed Mental Health Professional (ILMHP), other than the institutional psychiatrist, to review the offender's file and determine if the offender meets Exclusion Criteria.
3. If the offender meets any of the Exclusion Criteria, the offender shall not be transferred to OSP for level 5 placement. No further mental health evaluation shall be necessary, with the exception of the procedure described in VI. A. 17.
4. If the offender meets any of the Exclusion Criteria, the UMC/designee shall then conduct a level 4 placement hearing pursuant to Department Policy 53-CLS-01, Inmate Security Classification Levels 1 through 4.
5. If the offender does not meet Exclusion Criteria, the UMC/designee shall conduct a level 5 placement hearing pursuant to Department Policy 53-CLS-04, Level 5 Classification.
6. If the offender is ultimately recommended for level 5 placement at OSP, the UMC/designee shall notify the MHA/MHM, and the MHA/MHM shall instruct the ILMHP to proceed with step VI. A. 7.
7. If the offender does not meet the Exclusion Criteria, the following shall occur prior to a transfer to OSP:
 - a. For offenders not currently on the mental health caseload, the ILMHP shall complete the Mental Health Biopsychosocial Assessment (DRC5309) and refer the offender to the institution psychiatrist for completion of the Mental Status Examination and Summary (DRC5161). If there is no institution psychiatrist, the Operation Support Center Chief Psychiatrist shall be contacted and shall designate a department psychiatrist who can complete the process with the offender in person or by telemedicine.
 - b. For offenders currently on the mental health caseload, the psychiatrist shall complete a Mental Status Examination and Summary (DRC5161).

8. If the offender meets any of the Elevated Monitoring Criteria, the ILMHP shall document the criteria and the supportive data on the OSP Transfer Summary (DRC5319).
9. The psychiatrist must be familiar with and have physically inspected the facilities of OSP.
10. After the evaluation is completed, a Department psychiatrist shall finish the OSP Transfer Summary: Mental Illness Factors (DRC5319, 5320, 5321). The analysis and opinion of the Elevated Monitoring Criteria must be addressed in the narrative.
11. If an offender is recommended for transfer to OSP, a Department psychiatrist shall notify the MHA/MHM at the sending institution.
12. The MHA/MHM shall ensure that the Mental Health Transfer Summary (DRC5180) is completed and that the Mental Health Evaluation (DRC5309, 5161) and OSP Transfer Summary: Mental Illness Factors (DRC5319, 5320, 5321) is forwarded to the Chief Psychiatrist or designee for review.
13. The Chief Psychiatrist or designee, reviewing the transfer request, must be familiar with and have physically inspected the facilities of OSP.
14. All required documents must be complete and in the possession of the Chief Psychiatrist or designee in order to proceed. Incomplete documentation shall be held, pending correction of any deficits for a reasonable time depending on the nature of the delay.
15. The Chief Psychiatrist shall approve or disapprove the request for transfer on the Mental Health Transfer Form (DRC5180) and provide written notification of the decision within five working days to both the Mental Health Manager of OSP and the MHA/MHM of the sending institution.
16. All transfers to OSP shall receive mental health screening as defined by the standard intake procedure at OSP.
17. An offender who meets Exclusion Criteria, but requires the unique environment of OSP due to special security or treatment needs, can be considered for approval as an exception by the Chief Psychiatrist. This request for an exception shall be initiated by the Managing Officer of the institution requesting transfer, seeking reconsideration for transfer and case review by the Chief Psychiatrist:
 - a. The Chief Psychiatrist can request any documentation and/or evaluation that he/she deems necessary and is responsible for collaboration with OSP staff to ensure appropriate treatment.
 - b. The offender shall be placed on the mental health caseload unless the Chief Psychiatrist evaluates the offender and concurs with mental health staff to remove the offender from the caseload.
 - c. The Chief Psychiatrist shall be responsible for annual evaluation of this offender.

B. Level 4 Offenders Requesting to Transfer to OSP

1. Level 4 offenders who are voluntarily requesting transfer to OSP shall submit their request for transfer to the Unit Management Chief or designee. The UMC/designee shall notify the MHA/MHM who facilitates the mental health screening and evaluation. Voluntary transfers must waive the right to attend the hearing and consent to the transfer.
2. An AILMHP, other than the institutional psychiatrist, shall be designated by the MHA/MHM to review the offender's file and determine if the offender meets Exclusion Criteria.
3. If the offender meets any of the Exclusion Criteria, the offender shall not be transferred. No further evaluation shall be necessary, with the exception of the procedures described in VI. A 17.
4. If the offender does not meet any Exclusion Criteria, the following shall occur prior to a transfer to OSP:
 - a. For offenders not currently on the mental health caseload, a note shall be entered into the mental health chart documenting that the chart was reviewed and the inmate does not meet any Exclusion Criteria. The MHA/MHM shall complete the Mental Health Transfer Summary (DRC5180) in DOTS indicating the same. The Chief Psychiatrist shall approve or disapprove the request for transfer on the Mental Health Transfer Form (DRC5180) and provide written notification of the decision within five working days to both the Mental Health Manager of OSP and the MHA/MHM of the sending institution.
 - b. For offenders currently on the mental health caseload, a note shall be entered into the mental health chart documenting that the chart was reviewed and the inmate does not meet any exclusion criteria. An updated Mental Health Evaluation Summary (DRC5161) shall be completed if it is older than 12 months. The Mental Health Evaluation Summary shall be forwarded to the Chief Psychiatrist for approval. The MHA/MHM shall complete the Mental Health Transfer Summary (DRC5180) in DOTS. The Chief Psychiatrist shall approve or disapprove the request for transfer on the Mental Health Transfer Form (DRC5180) and provide written notification of the decision within five working days to both the Mental Health Manager of OSP and the MHA/MHM of the sending institution

C. Elevated Monitoring Status

1. The Chief Psychiatrist shall place an offender that he/she has approved for transfer to OSP on Elevated Monitoring Status if the offender has any of the Elevated Monitoring Criteria, or if the Chief Psychiatrist deems the offender is at-risk based on his/her clinical judgment.
2. If an offender is placed on the Elevated Monitoring Status the offender shall be:

- a. Evaluated by a psychiatrist at approximately three (3) months at OSP, and again at approximately nine (9) months. This shall be documented on the Interdisciplinary Progress Note (DRC5287) in the offender's mental health file.
 - b. The OSP AILMHP shall see the offender and review the rounds log(s) monthly. This shall be documented in the Interdisciplinary Progress Note (DRC5287).
 - c. The offender shall be interviewed and evaluated by the Chief Psychiatrist or designee after one (1) year. This shall be documented in the offender's mental health file in the progress Interdisciplinary Progress Note (DRC5287).
3. The attending psychiatrist, institution's mental health manager (must be an AILMHP) Chief Psychiatrist, and an OSC AILMHP shall meet to discuss the case and make recommendations for continued monitoring, release from monitoring, further evaluation, placement on the mental health caseload, or transfer from OSP. This shall be documented in the offender's mental health file in the progress Interdisciplinary Progress Note (DRC5287).
 4. Offenders at OSP shall be monitored for time at level 5 beyond one year, caseload status, and whether on suicide watch. If any of these occur, the offender shall be automatically placed in monitoring status and the process described in this section shall be initiated.
 5. Security level 4 offenders shall not need elevated monitoring, unless specifically requested by the Chief Psychiatrist.

D. Level 1 Transfers to OSP

1. Inmates who are Level 1 coming to OSP as a voluntary transfer to provide custodial and maintains services must undergo the same procedure set forth in section VI. B. 1-4.
2. If level 1 inmates are on the caseload or meet any of the elevated monitoring criteria they shall be considered ineligible for transfer to OSP.

Related Department Forms:

Mental Health Evaluation Summary	DRC5161
Mental Health Transfer Form	DRC5180
Interdisciplinary Progress Note	DRC5287
Mental Health Biopsychosocial Assessment	DRC5309
OSP Transfer Summary: Mental Illness Factors Parts)	DRC5319, DRC5320, DRC5321 (One Form, Multiple