

ADMINISTRATIVE POLICIES AND PROCEDURES

State of Tennessee Department of Correction

Approved by:	Tony Parker
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Effective Date: January 15, 2021

Supersedes: 113.84 (10/1/17)

Distribution: B

PCN 18-23 (4/15/18)

Subject: CLINICAL ASSESSMENTS, MENTAL HEALTH APPRAISALS, AND PSYCHOLOGICAL TESTING

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. <u>PURPOSE</u>: To ensure that psychological evaluations and clinical assessments are available at each institution to assist institutional staff in better determining an inmate's mental health needs.
- III. <u>APPLICATION</u>: To Wardens, Superintendents of transition centers, mental health and physical health care providers, security staff, and personnel at privately managed institutions.

IV. DEFINITIONS:

- A. <u>Clinical Assessment</u>: A direct assessment of an individual's mental health status, without the use of standardized psychological test(s), to determine and/or recommend the need for mental health treatment.
- B. <u>Licensed Independent Mental Health Professional (LIMHP)</u>: For purposes of this policy, a licensed psychiatrist, advanced practice nurse (APN), psychologist with health service provider designation; senior psychological examiner, licensed clinical social worker, or a licensed professional counselor with health service provider designation. These individuals shall meet all educational competency and licensure/certification criteria mandated by their regulatory boards.
- C. <u>Mental Health Appraisal:</u> A screening assessment to determine need for a mental health evaluation.
- D. <u>Psychological Testing</u>: A direct administration of a single or battery of standardized psychological instrument(s) to an individual with the intent of establishing a clinical profile to aid in the diagnostic process and clinical disposition.
- E. <u>Qualified Mental Health Professional (QMHP)</u>: For purposes of this policy, a Licensed Psychological Examiner, or other individual who is professionally licensed/certified as a therapeutic professional, or Mental Health Program Specialist having a master's degree in the behavioral sciences.
- F. <u>Segregation</u>: The restrictive confinement of an inmate to an individual cell that is separate from the general population.
- G. <u>Test of Adult Basic Education (TABE)</u>: An examination used to place students in education and track their performance.
- V. <u>POLICY</u>: As part of its mental health service delivery, each institution shall provide the resources necessary to perform clinical assessments/mental health appraisals and/or psychological testing through the appropriate mental health professional, acting within the scope of practice for such person's license or certification (with appropriate clinical supervision).

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VI. PROCEDURES:

- A. Clinical assessments, mental health appraisals and/or psychological testing pursuant to this policy will vary depending upon the needs of the inmate.
- B. Inmates placed on mental health seclusion, suicide monitoring, or placed in therapeutic restraint shall receive the distinct assessments prescribed by Policies #506.07 and #113.88.
- C. The management, documentation, and accessibility of all clinical assessments, mental health appraisals and psychological testing shall be governed by Policies #512.01, #113.52, #113.50, and #113.81.
- D. The Tennessee Department of Correction (TDOC) shall adhere to the Federal Health and Human Services Alcohol and Drug Abuse Confidentiality regulations. (See Policy #113.52) Disclosure of any information about an inmate's treatment for substance abuse requires written consent from the inmate on Authorization for Release of Health Services Information, CR-1885.
- E. When a mental health level of care/classification is assigned based on a clinical assessment or psychological testing outcome, the behavioral health administrator or designee shall ensure that mental health level of care is entered into LHSM in the offender management system (OMS).
- F. If an inmate lacks the capacity to participate in the clinical assessment, mental health appraisal and/or psychological testing, process, the LIMHP shall use Problem Oriented Progress Record, CR-1884, to document any clinical symptoms. The mental health staff shall meet prior to expiration of the allocated timeframe for the evaluation to discuss placement and treatment options for the inmate. This may include transfer to a facility with a Supportive Living Unit and requires approval of placement by the Warden via electronic mail. The follow-up clinical assessment, mental health appraisal and/or psychological testing shall be conducted within 14 days of the inmate's return to stability.

G. Clinical Assessments in Segregation

- 1. Any inmate, outside of those receiving mental health services, who has been placed in disciplinary segregation or administrative segregation, protective custody, pending investigation, or safekeeper status must receive a clinical assessment within seven working days of placement, in order to assess for contraindications to segregation status. Inmates receiving mental health services shall receive a clinical assessment within 72 hours. The clinical assessment shall be conducted by a LIMHP, or a QMHP, under the supervision of a LIMHP.
- 2. An inmate confined to a segregation cell or locked down in any area of the institution for 22 hours each day for more than 30 consecutive days will be afforded an initial 30-day clinical assessment. Thereafter, the inmate will be assessed at 30-day intervals as long as the 22-hour per day confinement continues. Allowing an inmate additional brief time out of cell (e.g., two hours) while on segregation status does not eliminate the requirement for 72 hours, seven, and 30-day clinical assessments. Clinical assessments may be provided more frequently if determined necessary by the LIMHP or by a

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QMHP, under the supervision of a LIMHP. A clinical assessment may also be requested by a mental health treatment team, Warden or designee for inmates placed in any segregation status for less than 30 days if the inmate's mental and/or emotional stability is in question.

- 3. The 72 hours, seven, and 30-day clinical assessments shall be provided by the LIMHP or by a QMHP, under the supervision of a LIMHP, by means of direct contact with the inmate.
- 4. Due to the specialized treatment mission of the Level 3 and Level 4 units 30-day assessments shall not be required on these units.
- 5. Mental Health Screening Report, CR-2629, shall be exclusively utilized as a screening mechanism to document the required 72 hours, seven, and 30-day segregation clinical assessments. In no event shall CR-2629 be utilized to document a routine mental health contact.

H. Psychological Evaluations, Clinical Assessments and Mental Health Appraisals

- 1. Inmates who have a history of a diagnosed mental illness, particularly those who have demonstrated violent behavior, shall receive a clinical assessment by a LIMHP within 90 days prior to reclassification to minimum direct custody or trusty status. For placement in minimum custody to occur, the clinical assessment should indicate that the inmate is mentally and behaviorally stable, devoid of any gross indicators of acute psychosis, and would not be dangerous to self or others. The LIMHP conducting the assessment should also address the following questions in the report:
 - a. Does significant mental illness exist which would pose a likelihood of serious harm to the inmate or to others?
 - b. Does the inmate have symptoms of mental illness which would support referral for mental health treatment?
 - c. Is there a likelihood of substantial mental deterioration if the inmate is placed in a less restrictive environment?
 - d. If the inmate is receiving psychopharmacological intervention, has the inmate demonstrated a compliant pattern of treatment?
- 2. Inmates with a mental health Level of Care 3 or above who qualify for minimum secure housing, transition and/or transfer to a release center which takes place outside a secure facility shall be provided a clinical assessment by a LIMHP. (See Policy #404.07) Inmates with a mental health Level of Care 2 shall be reviewed and approved by the treatment team. Treatment team review and recommendation shall be documented on Problem Oriented Progress Record, CR-1884.
- 3. The most current version of the TABE shall be utilized during initial classification. Education staff shall have primary responsibility for TABE testing, including test administration, scoring, interpretation, and data entry. Upon arrival at a diagnostic center, an initial mental health appraisal shall be provided to each new inmate within

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14 days of arrival by a LIMHP or QMHP. At the discretion of the LIMHP, it will be acceptable to utilize alternative psychological instruments for individuals identified as having special needs or when an inmate presents with new or novel symptoms of mental illness. The psychiatrist or APN, at their discretion, may also utilize additional diagnostic instruments to ascertain the clinical needs of an inmate. This may include, but not be limited to, the Abnormal Involuntary Movement Scale (AIMS), CR-3789. The CR-3789, along with other psychiatric diagnostic findings, shall be filed in Section 10 of the health record.

- 4. If a parole or probation violator/escapee has been out of the physical custody of TDOC, the returning inmate shall receive an initial mental health appraisal. Additional psychological/psychiatric intervention shall be prompted only based upon the clinical judgment of the interviewing clinician. If a parole/probation violator/escapee has been out of the physical custody of the TDOC for more than five years, the initial appraisal shall also recommend whether previous intellectual and achievement test results should be relied upon, or if re-testing in these areas is appropriate.
- 5. Each mental health appraisal conducted as part of the initial classification or reclassification process shall be documented on the Mental Health Intake Appraisal and Evaluation, CR-4180, which addresses/explores the following subjects/domains:
 - a. Assessment of current mental status and condition
 - b. Assessment of current suicide potential and person-specific circumstances that increase suicide potential
 - c. Assessment of violence potential and person-specific circumstances that increase violence potential
 - d. Request and review of any available historical records of inpatient and outpatient mental health treatment
 - e. Request and review of history of treatment with psychotropic medication
 - f. Review of history of psychotherapy, psycho-educational groups and classes or support groups
 - g. Review of history of drug and alcohol treatment
 - h. Review of educational history
 - i. Review of history of sexual abuse/victimization and predatory behavior
 - j Assessment of drug and alcohol abuse and/or addiction
- 6. If an inmate has previously expired TDOC sentence(s) and returns to departmental custody, he/she shall be treated as a new admission in all respects as outlined in Section (H) of this policy.

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VII. <u>ACA STANDARDS</u>: 5-ACI-4A-10, 5-ACI-6A-32, and 4-RH-0010.

VIII. <u>EXPIRATION DATE</u>: January 15, 2024



TENNESSEE DEPARTMENT OF CORRECTION MENTAL HEALTH SERVICES

TIME	TDOC ID	INMATE LAST NAME	SERVICES CODE	<u>co</u> 1	<u>DES</u>	RETURN FOR SERVICE
				DX Code	Level of Care	
				<u> </u>		
				<u> </u>		
				<u> </u>		
				<u> </u>		
				<u>-</u>		
		PROVIDED DIAGNOSIS AND	RETURN FOR SE	RVICE LOG		

	INSTITUTION	
PROVIDER	DATE	

CR-0434 (Rev. 06-20) RDA 11085



TENNESSEE DEPARTMENT OF CORRECTION

PROBLEM ORIENTED - PROGRESS RECORD

		INSTITUTION
INMATE NA	ME:	TDOC ID:
DATE	TIME	

Do Not Write on Back



TENNESSEE DEPARTMENT OF CORRECTION

AUTHORIZATION FOR RELEASE OF HEALTH SERVICES INFORMATION

	INSTITUT	ION		
INMATE NAME (PRINTED):		TDC	DC ID:	
SOCIAL SECURITY NUMBER:	DATE C	F BIRTH	G	GENDER
☐ I hereby authorize	AME OF PROVIDER/FAC	II ITM	to release the	information
indicated below to the Tennessee Departmen		•	clinical treatm	ient.
TDOC Facility Name/Community Supervision	n Office:			
Facility Address:				
Phone Number:	Fax Nu	mber:		
☐ I hereby authorize the Tennessee Depart	ment of Correction	to release clinical ir	nformation to t	he persons/entities
indicated below for:				
Name:	Relation	ship to Inmate:		
Address:				
Address 2:				
Phone Number:	Fax Nu	mber:		
<u>Please rele</u>	ease the following inform	nation (Check "√" all that a	ipply):	
☐ Health Record ☐ Infectious Disease Reco	ord Dental Re	cord Mental Hea	Ith Record //	Psychotherapy Notes
Note: An authorization for the release of psychotherapy not information. An authorization to release psychotherapy not		-	•	
Purpose of the disclosure:				
This authorization expires six (6) months from the date authorization at any time, in writing, to the attention of T				
I understand that may release, which was made prior to	a retraction hereof, and ba	sed on this signed authorization	n, will not constitute a	a breach of my privacy rights.
 I understand that this authorization is necessary to release records, TCA 33-3-103). 	ase information that is deen	led private and confidential by	law (health records, 1	CA 10-7-504, mental health
I understand that a provider may not condition treatmen Although the registers about dishters my outborization by	=		the reginient aboass	a to so displace this information
 Although the recipient should obtain my authorization by TDOC cannot ensure its protection by privacy laws. 	erore releasing my private i	normation, i understand that if	the recipient chooses	s to re-disclose this information,
The subject of the information must sign this author appointed guardian. If the subject is not legally conconservator, guardian, or attorney-in-fact appointed	npetent to sign, or is	unable to sign, Authoriz	zed Representati	ive (a legally appointed
Inmate Signature	Date	Signature of Parent (if r Representative	minor) or Authoriz	zed Date
Witness Signature	Date			



TENNESSEE DEPARTMENT OF CORRECTION ABNORMAL INVOLUNTARY MOVEMENT SCALE

INSTITUTION		

Rate the highest severity observed. Rate movement occurrences upon activation one *less* than those observed spontaneously. INSTRUCTIONS:

1 - Minimal 2 - Mild 0 - None 3 - Moderate 4 - Severe

		CIRCLE ONE					
FACIAL & ORAL MOVEMENTS	Muscles of Facial Expression (e.g., movement of forehead, eyebrows, periorbital area, cheeks; including frowning, blinking, smiling grimacing)		0	1	2	3	4
	Lips & Perioral Area (e.g., puckering, pouting, smacking)		0	1	2	3	4
	Jaw (e.g., biting, clenching, chewing, mouth opening, lateral movement)		0	1	2	3	4
	Tongue (e.g., Rate only increase in movement both in and out of mouth)		0	1	2	3	4
EXTREMITY MOVEMENT	Upper (arms, hands, wrists, fingers) Include choleric movement (i.e., rapid objectively purposeless, irregular, spontaneous), atheloid movements (e.g., slow irregular, complex serpentine) Do not include tremor (i.e., repetitive, regular, rhythmic)		0	1	2	3	4
	Lower (legs, knees, ankles, toes) (e.g., lateral knee movement, foot tapping, heel dropping, foot squirming, inversion and eversion of foot)		0	1	2	3	4
TRUNK MOVEMENTS	Neck, shoulders, hips (e.g., rocking twisting, squirming, pelvic gyrations)		0	1	2	3	4
GLOBAL JUDGMENT	Severity of Abnormal Movement	0 1 2 3 4	None Minir Mild Mode Seve	nal erate		I	
	Incapacitation due to Abnormal Movement	0 1 2 3 4	None Minir Mild Mode Seve	nal erate		I	
	Patient's awareness of Abnormal Movements (Rate only patient's report)	0 1 2 3 4		re, N re, M re, M	lo Di 1ild E 1ode	stres Distre	
DENTAL STATUS	Current problems with teeth and/or dentures	0 1	No Yes				
	Does patient usually wear dentures	0 1	No Yes				
	TOTAL						

Mental Health Provider Date



TENNESSEE DEPARTMENT OF CORRECTIONS MENTAL HEALTH INTAKE APPRAISAL AND EVALUATION

INSTITUTION

NAME:			TDOC ID:			DATE:			
DOB: Gender:			Race:	Date of TDOC Arrival:					
I. BEHAVIORA	L OBSERVATION / MENT	AL STATUS	☐ INITIAL EVAL	☐ UPDATED EV	AL DATE OF II	NITIAL EVAL			
Mood & Affect	Thought Content	Orientation	Memory	Judgment & Insight	General Appearance	Spe	ech		
☐ Appropriate ☐ Incongruent ☐ Flat Affect ☐ Sad Mood ☐ Hopeless ☐ Anxiety/Panic ☐ Manic ☐ Labile/Swings ☐ Euphoric ☐ Impulsive ☐ Hostile	□ Normal/Appropriate □ Poor Focus/Inattentive □ Negative/Pessimistic □ Indecisive/Confused □ Paranoid/Suspicious □ Loose Assoc □ Flight of Ideas □ Racing Thoughts □ Expansive □ Suicidal/Self-Harm □ Homicidal/Assaultive	☐ Oriented X1, 2, 3, 4 ———— ☐ Disoriented ☐ Person ☐ Time ☐ Place ☐ Situation	☐ Intact ☐ Impaired ☐ Immediate ☐ Recent ☐ Remote ☐ Confabulations Loss specific to ☐ Trauma ☐ TBI / Stroke ☐ Other	JUDGMENT Good Fair Poor INSIGHT Good Fair Poor	□ Neat □ Unclean □ Bizarre □ Disheveled EYE CONTACT □ Good □ Fair □ Poor	□ Normal □ Hesitant □ Low/Quiet □ Mute □ Circumstantial □ Rambling □ Perseverating □ Flight of Ideas □ Threatening □ Other	☐ Slurred ☐ Rapid ☐ Pressured ☐ Angry		
	pmments: Cooperative	☐ Pleasant ☐		:hdrawn 🛮 Ui	ncooperative [I Bizarre Behavic	or:		
	HISTORY ghest Grade Completed: !: Years Completed:		□ High School Dip tudy:		olled in Special Ed Degree Receiv	·	cial Ed Diploma		
☐ Last Job Held in	ORY ☐ Years of Military Service: Free-World:		□ Longest						
IV. FAMILY AN	D TRAUMA HISTORY								
Parental Divorce: Childhood Trauma Describe: Family history of s Family history of n Describe issue Trauma as adult: E	d:	divorce: glect	Raised by:	Parental Death	□ Foster Care/G	iroup Home	_		
V. SIGNIFICAN	Γ OTHER, CHILDREN ANI	O SOCIAL SUPF	PORT						
Currently Married, Prior Marriages/Di	/Significant Other: ☐ No ☐ Vorces: ☐ No ☐ Yes, #:n: ☐ No ☐ Yes ☐ N/A	Yes, Supportive Children: Contact Freq		and ages: □ None □ M	inimal	ional 🗆 Frequent			

NAME:		_ TDOC II	D:		DATE:		
Supportive family members you feel closest	to NOW:						
Support System: ☐ Spouse/Partner ☐ Fam							
Recent Loss/Stressors:							
VI. SUBSTANCE USE HISTORY & TRI	EATMENT		□ In	ımate Denies	Prior Substan	ce Use/A	buse Issues
Name of Substance	Use Frequency	Abuse	Dependence	First Use	Last Use	While I	ncarcerated?
Opioids:							No □ Yes
Stimulants:							No □ Yes
Cannabis/THC:							No □ Yes
ETOH:							No □ Yes
Hallucinogens:							No □ Yes
Inhalants:							No □ Yes
Sedative/Hypnotic/Anxiolytic:							No □ Yes
Other:							No □ Yes
Substance Use Treatment: ☐ None ☐ Yes	Outpatient (#) D V	os Innation	rt (#) How	, many complet	tad:	•	
Age of First Treatment: Age of Last							
How many prior <u>overdoses</u> with medical att				<u>tions</u> due to su	bstance use:		
Comments:							
Juvenile convictions: Without weapon □ W Terroristic threats or acts: □ No □ Yes / □ History Supports Potential for Violence: □	ith weapon Sexu ☐ Homicide, manslaughter	al Assault: or other as	☐ Adult victim sault resulting in	☐ Child viction	:		
Comments:			-	F	Prior Adjustmen	t: 🗆 WNL	☐ Fair ☐ Po
VIII. MEDICAL CONCERNS					□ No Pon	orted Mag	lical Concerns
			.		-		
Seizures: 🗆 No 🗀 Yes 🗀 On Anticonvulsiv			•		•		consciousnes
☐ General Medical Conditions:							
☐ Current Pregnancy Wks Other Me							
☐ Poor Appetite: ☐ Weig	ght Loss:	☐ Eating D	isorder:	🗆 Sle	eep Deficits:		
Past Surgeries/Other Comments:							
IX. SUICIDAL IDEATION AND SUICID							_
Last suicide attempt: Never Age:							
Number of prior suicide attempts:	Method(s):			N	ledical attention	n needed:	☐ Yes ☐ No
Identified triggers for suicidal thoughts/beh	aviors:						
Suicide attempts while incarcerated? \Box No	□ Yes:	Suicide at	tempts while into	oxicated/high?	□ No □ Yes _		
History supports suicide potential:			eed for suicide ri	sk assessment:	☐ MH provide	r and secu	ırity notified
						l Place on	 Clinical Alert L

NAME:			TDOC ID:	DATE:	
X. NON-SUICIDAL SEL	F-INJURIOUS B	EHAVIOR (NSSIB)			
		• •		Medical attention needed: ☐ Yes ☐	ТΝο
				Insertion Other:	
NSSIB while incarcerated?	☐ Yes ☐ No	NSSIB while intoxicat	ed or high? ☐ Yes ☐ No	☐ Placed on High Risk Log	
Comments:					
XI. MENTAL HEALTH	TREATMENT HI	STORY	☐ Records Available	☐ Records Not Available ☐ Records Reque	sted
OUTPATIENT TREATMENT				☐ No History of Outpatient Treatm	ent
Last outpatient treatment:	☐ Never Age:	# of Sessions:	Reason for treatme	ent:	
				ent:	
Prior diagnoses:					
Comments:					
INPATIENT TREATMENT		☐ History of Hospit	alization Related to Suicide T	hreat No History of Inpatient Treatm	nent
	□ Novem A				
				d:	
Last inpatient facility:			Number of inpatie	nt stays: Longest stay:	
Working diagnoses:					
Age of 1st Psychiatric Hosp	italization:	Age of Last Psychiatric	Hospitalization	Age of longest treatment duration:	
Camananata					
PSYCHOTROPIC MEDICATI				☐ No History of Psychotropic Medicat	
Current medications (or w	ithin last 2-4 week	5):		D	None
☐ Yes, prescribed in co	ounty jail □ Date	last dose received:		Generally med compliant?	—— □ No
				_	
Psychotropic meds previou	isly prescribed:			⊔ м	None
				AIMS Comple	eted
Treatment Compliance:	l Always □ Usuall	y □ Sometimes □ Infrequ	ently 🗖 Primarily When Inca	cerated Likely Confounded with Substan	ce Use
Age first prescribed meds:	Age last	prescribed meds:	☐ Arrived on meds Alle	rgies:	
XII. MENTAL HEALTH	DIAGNOSTIC C	HECKLIST	(To be completed by	a licensed mental health professiona	al onl
AII. WIENTAL HEALTH				-	ai Oili
Пр /-			KIETY, PHOBIAS, OBSESSIV		
☐ Poor Focus / Concentr		bsessive Behaviors / Though	ts ☐ Flashbacks or Dissoc ☐ Sleep: Insomnia / Hy	· · · · · · · · · · · · · · · · · · ·	
☐ Anxiety / Excessive Wo	-	oted CNS Hyperarousal Impy / Easily Started	☐ Elevated Noise Sens	-	aWdl
☐ Excessive Fear or Phob		ightmares or Night Terrors	☐ Elevated Noise Sens	The state of the s	
	•		IORAL PROBLEMS & SUICI		
☐ Chronic Irritability		oss of Interest in Activities	☐ High Impulsivity	☐ Prior Suicidal Ideation	
☐ Angry Outbursts		oor / Inconsistent ADL's	☐ Chronic Relationship		
☐ High Hostility / Aggres		lood Swings / Lability	☐ Gross Social Deficits	☐ Borderline PD Traits	
☐ Sadness / Depression		lanic / Hypo-Manic Symptor			
☐ Fatigue / Lethargy	I □ R:	acing Thoughts	☐ Self-Injury / Self-Mu	tilation 🔲 Highly Dangerous / Homic	lchir

NAME:			Т	DOC ID:		DATE:
			/			
				LUCINATIONS & DELUSION		1
☐ <u>Delusions</u> :☐ Grandiose Persecutory	□ N/A □	□ <u>Visual Hallucinations</u> : N/A		☐ Auditory Hallucinations:		☐ Olfactory ☐ Hostile ☐ Tactile ☐ Demeaning ☐ Accusing
☐ Religious ☐ Other:	☐ Somatic				Type→	☐ Commands to hurt:SelfOthers
				OMS & STRESSORS		
☐ Poor appetit		☐ Bizarre Behavior		☐ Stress: Health Concerns		☐ Stress: Current/Future Sentencing
☐ Weight Loss☐ Eating Disor		☐ Fecal / Blood Smearing☐ Suspected Gender Dys		☐ Stress: Family Concerns☐ Stress: Recent Losses		☐ Other:
-	STIC IMPRESS	SIONS (DSM-5):			license	d mental health professional only
F-CODE	1.	COMPLETE DIAG	GNOSTIC LABE			MODIFIERS
F	2.					
F	3.					
F	4.					
F	5.					
F	6.					
F	7.					
F	8.					
Rule-out diagnos	ses to be conside	red by treating provider(s) ar	nd therapist du	ring ongoing treatment:		
Additional comm	nents/concerns/c	observations (continued from	n prior pages): _			
XIV. MENTAL	. HEALTH TREA	ATMENT RECOMMENDA	ATIONS			
		reatment plan currently indic services due to:				
☐ Pharmacothe	rapy indicated ar	nd referral placed. —OR—	☐ Psychotropi	cs prescribed:		
☐ Level of care o☐ Inmate referre	of assigned: □ I ed to medical for	rapy: Individual Group II III IV Idenations:	□V (Imm		le Precaut	SLU
Qualified Mental Health Provider (Completing Sections I – XI Only)				Staff Title		Date Time
Licensed Mental Health Signature				Staff Title		Date Time