

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: FPH-20

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: Chapters 904, 812, 229

Chapter 10: Forensic Psychiatric Hospital

Sub Chapter: Procedures

Related DOC Policies: NA

Administrative Code Reference: 481

Subject: Referral and Evaluation Process

ACA Standards: NA

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Effective Date: June 2024

Authority:

1. PURPOSE

To provide clarity on the process of referring and evaluation of a patient in the Forensic Psychiatric Hospital (FPH).

2. POLICY

IMCC serves as the State of Iowa's Forensic Psychiatric Hospital for persons displaying evidence of mental illness and requiring diagnostic services or treatment. All admissions shall be by written application by the head of the state institution, agency, governmental body, or court request. The following procedure will be used.

3. PROCEDURES

A. Referral Process

1. The court order is emailed, faxed or mailed to FPH.

2. The FPH Social Worker/Counselor will contact the respective parties.
3. The referral is placed on the Applications Received List.
4. As documentation comes in a file will be started.
5. Patients on the application received list with missing referral/record information will be followed up as needed by the FPH Counselor.
6. When all the documentation is received, the FPH Counselor will present the patient for possible addition to the waiting list at the UR meeting. Upon approval by the UR committee, the DOC Health Services Administrator /Designee will sign form, *Forensic Hospital Admission (FPH-20 F-1)* providing written authorization for admission and to be placed on the waiting list.
7. If the application is accepted, the patient will then be placed on the waiting list and the respective parties notified.
8. The FPH Executive Officer contacts the Regional Coordinators of Disabilities Services of the admitting county.
9. If the application is denied, a letter will be submitted to the court within seven days.
10. Prioritization of admission of the waiting list may be determined by the following:
 - a. Date application received/approved
 - b. Current patient behavior/acuity
 - c. Bed/seclusion space
 - d. Nature of charge
 - e. Type of evaluation
11. The FPH Counselor will notify IMCC intake personnel by email when the patient is expected to arrive, and will then notify FPH staff upon confirmation.

B. Arrival of Patient

1. Medical

- a. Nursing completes the initial intake health screen within 24 hours (unless contraindicated) and makes appropriate referrals to medical practitioners and psychiatrists.
- b. A physical is completed within in the first two business days, or documentation is done stating the reason why it was not possible to be completed within that timeframe.
- c. A psychiatrist does an intake assessment within two business days.

2. Programming

- a. The FPH Social Worker completes an initial assessment within seven days unless contraindicated. The FPH Social Worker/Counselor completes all forms unless contraindicated within 10 days. The Staying Safe form is completed within seven days by Social Worker/Counselor.
- b. The Activities Specialist completes an initial assessment utilizing form **FPH-13 F-3** within three business days unless contraindicated.
- c. The security staff will go over the FPH Patient Handbook and Housekeeping Manual **FPH-12 F-1** within 48 hours unless contraindicated.
- d. The patient's interdisciplinary care plan will be completed within two business days.

C. Evaluation Process - 812.3 Competency Evaluation

- 1. Upon completion, the evaluation goes to the DOC Health Services Administrator/Designee for approval.
- 2. Once approved, the FPH Secretary distributes the competency evaluation to:
 - a. County Attorney (e-file, fax and/or email)

- b. Defense Attorney (e-file, fax and/or email)
 - c. Clerk of Court (e-file, email or mail)
 - d. Copy to Unit Psychiatrist/Social Worker/Counselor/ Executive Officer
 - e. Copy to Patient file
- 3. When the evaluation is completed, the FPH Counselor will notify IMCC intake personnel that the patient is ready for discharge.
- 4. Nursing is notified of the pending discharge by the FPH Counselor.
- 5. The unit is notified when the arrangements for transport are completed.

D. Evaluation Process - 812.6 Restoration

- 1. The patient meets with the FPH Social Worker (group or individually) to work on the restoration material. Progress will be documented in Medical ICON.
- 2. A competency evaluation will take place on the recommendation of the psychiatrist and FPH Social Worker upon the completion of the restoration material, unless deemed necessary.
 - a. The competency evaluation is sent to the DOC Health Services Administrator/Designee for approval.
 - b. When it is approved, the FPH Secretary shall distribute the evaluation to:
 - 1) County Attorney (e-file, fax and/or email)
 - 2) Defense Attorney (e-file, fax and/or email)
 - 3) Clerk of Court (e-file, email or fax)

4) Copy to Unit Psychiatrist/Social Worker/Counselor/ Executive Officer

5) Copy to Patient file

c. When the evaluation is completed, the FPH Counselor shall notify IMCC intake personnel that the patient is ready for discharge.

d. Nursing is notified of the pending discharge by the FPH Counselor.

e. The unit is notified when arrangements for transport are completed.

E. Evaluation Process – 2.22(8) Insanity Level of Care Evaluation

1. An Insanity Level of Care Evaluation will be completed within 15 days of admission, following the psychiatrist's recommendation.

a. The evaluation is sent to the DOC Health Services Administrator/Designee for approval.

b. When the evaluation is approved, the FPH Secretary distributes it to:

1. County Attorney (e-file, fax and/or email)

2. Defense Attorney (e-file, fax and/or email)

3. Clerk of Court (e-file, email or fax)

4. Copy to Unit Psychiatrist/Social Worker/Counselor/ Executive Officer

5. Copy to Patient file

c. When the evaluation is completed, the FPH Counselor shall notify IMCC intake personnel that the patient is ready for discharge.

d. Nursing is notified of the pending discharge by the FPH Counselor.

- e. The unit is notified when arrangements for transport are completed.