

# Partners in Recovery

POLICY AND  
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):  
R9-20-201B.2.j. i.iv.*

**Policy Name: Continuity of Care for  
Incarcerated Consumers**

**Policy Number: PRG - 0003**

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H.M. Gilbert Jr., Executive Director, PIR

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Date

***Cross Reference(s)***

*Code of Ethical Conduct policy*

***Policy Statement***

Partners in Recovery have established standards to maximize coordination of behavioral health (BH) treatment for consumers who become incarcerated.

***Purpose***

To describe the process of providing information regarding visitation, reviewing the Individual Service Plan (ISP) and follow-up upon release in order to maximize coordination of behavioral health treatment for consumers who become incarcerated.

***Scope***

Partners in Recovery Direct Care Clinics.

***Key Terms***

Should the reader need to inquire as to the definition of a term used in this policy, the Partners in Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

***Standards***

- I. Requirements for Visiting an Incarcerated Consumer
  - A. The Case Manager or another member of the clinical team shall visit the incarcerated consumer within 72 hours of notification of incarceration at the Maricopa County Jail.
  - B. During this visit, the Case Manager shall make efforts to obtain the consumer's consent to release information to the Maricopa County Jail's office staff necessary to develop an adequate discharge treatment plan upon release from the jail.
  - C. If a consumer is receiving psychiatric treatment from the jail, including medications, the clinical team may release only that information necessary to provide psychiatric treatment to jail staff without the consumer's consent as set forth in Partners in Recovery policies regarding confidentiality.
  - D. The clinical team shall obtain jail inpatient staffing dates and shall ensure that a member of the clinical team attends the staffing(s) to assist in the coordination of care and services. (The Lower Buckeye Jail (LBJ) IP Staffing(s) take place telephonically).
  - E. The Case Manager or another member of the clinical team shall make a minimum of one face-to-face contact one time per month or as frequently as determined necessary by the clinical team during the consumer's period of incarceration.
  - F. Staff visiting a consumer shall adhere to Partners in Recovery Code of Ethical Conduct Policy.
- II. Review and Update of the ISP

- A. Within 24 hours of notification of incarceration, the Case Manager or other member of the clinical team shall review, and update as needed, the ISP and identify services the consumer will need at the time of release.
- B. The plan for services to be provided at the time of release from jail shall be outlined on a progress note in the system. The plan shall include recommendations from the consumer, clinical team, jail staff and the Court Liaison, and shall address the following:
  1. Living arrangements;
  2. Transportation from jail upon release;
  3. Basic needs;
  4. Psychiatric needs;
  5. Medical care; and
  6. Legal issues/concerns.
- C. The plan for release shall be completed 5 working days. The plan shall be signed by the consumer to demonstrate that the consumer is aware of and in agreement with the plan for services prior to the consumer's release from jail.
- D. The clinical team shall make referrals for services as outlined in the plan immediately upon development, to include referrals for services as identified by jail health staff and/or the Court Liaison.
- E. The Case Manager shall not discuss the actual legal case with the consumer, and shall refer the consumer to his or her assigned attorney for all legal discussions.
- F. The Magellan's Court Liaison shall be contacted after the initial visit to discuss treatment options.
- G. Magellan's Department of Court Advocacy and Mental Health Jail Diversion Team and/or Court Liaison shall work within the jail and court systems to actively promote the concept of jail diversion to community based treatment for incarcerated consumers.
- H. Case Managers may be contacted by the Court Liaison and/or the Department of Court Advocacy and Mental Health Jail Diversion Team staff prior to the consumer's court appearance to discuss the appropriateness of community-based alternatives to incarceration.
- I. The Court Liaison and/or the Department of Advocacy and Mental Health Jail Diversion Team staff may appear at Court to present treatment options or provide assistance as needed.
- J. Case Managers or other member of the clinical team shall appear with the Court Liaison at Mental Health Court for respective consumers. A member of the clinical team is required to attend both the Pre-Hearing staffing and the actual Hearing that follows.

III. Clinical Team Follow-Up Upon Release:

- A. Upon release from General Population, the consumer shall see the Behavioral Health Medical Practitioner (BHMP) within 72 hours.
- B. Consumers released from LBJ IP Psych Unit shall be seen by a BHMP on the day of release (or the next business day, if the release occurs on a Saturday or Sunday).
- C. The clinical team shall provide services to the consumer in accordance with the plan for release and in order to ensure, promote and/or maintain the consumer's:
  - 1. Safety;
  - 2. Security;
  - 3. Symptom reduction;
  - 4. Physical health; and
  - 5. Recovery and rehabilitation.

IV. Release Information

- A. Upon notification, consumers released Monday through Friday are to be picked up by a team member. A hold may be requested for any consumer in General Population for release to a Partners in Recovery team member.
- B. IP Psych release
  - 1. Upon notification, consumers released from LBJ IP Psych Unit, Monday through Friday are to be picked up by a team member. These releases are to be treated as hospital releases and the consumer shall be seen by a BHMP at the clinic the same day of release (or the next business day, if released on a Saturday or Sunday).
  - 2. Consumers at LBJ IP Psych Unit can be held for 24 hours to ensure a Partners in Recovery pick-up.
- C. General Population Release: consumers who are released from General Population need to be seen by a BHMP at the clinic within 72 hours of release, even if the incarceration period was brief.
- D. Weekend Release: Upon notification, arrangements for transportation and medications must be made for weekend releases. A progress note must be entered with the discharge plan clearly stated, especially including the destination address, a contact person and phone number. Please call the Magellan court Liaison if you need assistance with weekend releases.

***Associated Partners in Recovery Direct Care Clinic Forms & Attachments***

*None*

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