

California  
Department of Corrections  
and Rehabilitation



# Post Release Community Supervision Release Planning for Mental Health

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Version 3

*The California Department of Corrections and Rehabilitation (CDCR) Statewide Mental Health Program is fully committed to meeting the needs of all California counties by providing information regarding patients currently participating in the Mental Health Services Delivery System (MHSDS), who will soon be released to Post Release Community Supervision (PRCS). The purpose of providing this information is to ensure California counties receive sufficient mental health information to provide continuity of care. A number of structures and processes for the accomplishment of these aims have already been developed, which include, but are not limited to, joint multidisciplinary workgroups consisting of CDCR, California Behavioral Health Directors Association (an organization comprised of representation from all fifty-eight California counties), and a substantial number of other stakeholders. The chief goal of this endeavor is to plan for and implement cost-effective measures that will ensure an optimal transitional process for patients requiring mental health services post-release.*

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## Acronyms Used in this Document

<b>AB</b>	Assembly Bill
<b>APP</b>	Acute Psychiatric Program
<b>CCCMS</b>	Correctional Clinical Case Management Program
<b>CCHCS</b>	California Correctional Health Care Services
<b>CDCR</b>	California Department of Corrections and Rehabilitation
<b>Chrono</b>	A form used to document information about CDCR inmates regarding their behaviors or needs
<b>County DMH</b>	County Department of Mental Health
<b>CRM</b>	Case Records Manager
<b>DHCS</b>	CDCR's Division of Health Care Services
<b>DD</b>	Developmental Disability/Disabilities
<b>DSH</b>	Department of State Hospitals (formerly known as State Department of Mental Health)
<b>EHRs</b>	CDCR's Electronic Health Record System (launched 10-27-2015)
<b>EOP</b>	Enhanced Outpatient Program
<b>ICF</b>	Intermediate Care Facility
<b>Involuntary Medications (PC 2602)</b>	PC 2602, formerly known by the term "Keyhea" – this is the CDCR process for involuntary administration of psychotropic medications
<b>MH</b>	Mental Health
<b>MHCB</b>	Mental Health Crisis Bed
<b>MHSDS</b>	Mental Health Services Delivery System
<b>PRCS</b>	Post Release Community Supervision
<b>ROI</b>	Authorization for Release of Protected Health Information (Form CDCR 7385, Rev. 11/14, known as "ROI")
<b>UHR</b>	CDCR Unit Health Record
<b>WIC 5150</b>	Welfare and Institutions Code (WIC) section 5150 allows a qualified officer or clinician to involuntarily detain a person for up to 72 hours for an evaluation to determine whether he or she is a danger to himself or herself, and/or a danger to others, and/or is gravely disabled.

## **Public Safety Realignment**

Planning and preparation for the release of CDCR patients in need of continued mental health care is an essential part of successful transition to the community.

The passage of the 2011 historic legislation, Assembly Bills (AB) 109 and 117, known as Public Safety Realignment, enabled California to decrease the cycling of the lower level inmates in and out of state prisons. As a result of this legislation, the CDCR Statewide Mental Health Program has coordinated with County Departments of Mental Health (DMH) for continuity of care for PRCS mental health patients.

In an effort to ensure coordination of community-based care for patients with mental illness, with the emphasis on patients releasing to PRCS, all institutions have identified two CDCR institutional PRCS mental health liaisons that county mental health staff may contact with questions dealing with the coordination and continuation of mental health care..

## **Mental Health Services Delivery System Levels of Care**

The CDCR Mental Health Services Delivery System (MHSDS) is comprised of four designated categories dependent on the patient's diagnosis and/or symptoms related to his or her mental illness. The four categories are:

- 1. Correctional Clinical Case Management System (CCCMS)** — CCCMS patients are typically housed within the institution's general population and require a lower level of outpatient care.
- 2. Enhanced Outpatient Program (EOP)** — EOP patients are housed separately from the institution's general population and require a more intensive level of outpatient care.
- 3. Mental Health Crisis Beds (MHCB)** — MHCB patients are housed in a licensed inpatient area to provide psychiatric observation, short-term stabilization and treatment.
- 4. Department of State Hospitals (DSH)** — DSH provides inpatient mental health care to CDCR patients at two levels of care: Acute Psychiatric Program (APP) and Intermediate Care Facility (ICF) treatment.

## Status upon Release

CDCR inmates releasing to the community are released under three categories:

- 1. Supervised Parole** — Inmates released to supervised parole are assigned and required to report to a determined parole location, and are supervised by a CDCR parole agent.
- 2. Post Release Community Supervision** — Inmates released to county supervision are assigned to a county probation officer in the county of release.
- 3. Discharge** — Inmates discharged from CDCR's jurisdiction are no longer subject to CDCR's oversight.

## Notification to Counties Regarding Inmates Scheduled to be Released to PRCS

CDCR will provide a pre-release inmate information packet to the County Probation Department point of contact approximately 120 days prior to an inmate's scheduled release from prison to PRCS. The package of information will inform the counties of the mental health status of patients being released to PRCS. In addition to criminal history and current offense information, the comprehensive packet includes:

- 1. Release Program Study** (Form CDCR 611, Rev. 8/12) — The CDCR 611 form consists of two pages and indicates if there are medical, psychiatric or disability concerns related to the patient. Section XIII of the CDCR 611 form designates the mental health status of the patient at the time the Case Records Manager completes the form.
- 2. Mental Health Placement Chrono** (Form CDCR 128-MH3, Rev. 10/12) — The CDCR 128-MH3 form, which staff complete, indicates if a patient is receiving prison mental health services.

## PRCS Pre-Release Planning Roles and Responsibilities

- 1. Case Records Manager (CRM)** — Prepares the Release Program Study (Form CDCR 611, Rev. 8/12) to identify patients who are releasing to PRCS, and forwards a copy of the form to the institutional Chief of Mental Health, or his or her designee.
- 2. Chief of Mental Health or Designee** — Notifies the Primary Clinician who will obtain the signed Authorization for Release of Protected Health Information (ROI) form from patients in the CDCR MHSDS who are releasing within 120 days to PRCS.

**3. Primary Clinician** — Receives the signed ROI form from the patient and follows one of two procedures. (A) For Los Angeles County DMH, the Primary Clinician labels the top of the signed ROI form for the HQ Health Records Center (“AB109/LA County”), scans the signed/labeled form, and emails it to the Sacramento HQ Health Records Center (at [HRCAB109@cdcr.ca.gov](mailto:HRCAB109@cdcr.ca.gov)). (B) For all the other counties, the Primary Clinician sends the signed ROI to the institutional Health Records Department. If the patient **refuses to sign the ROI**, the Primary Clinician or CDCR institutional PRCS mental health liaison will notify the Mental Health County Clinician that the patient refused to sign the ROI. If the patient does not sign the ROI, CDCR cannot send **the mental health PRCS records** packet to the County DMH staff.

**4. Health Records Staff** — Sends/Faxes the standard package of PRCS mental health information to the designated County DMH contact person (**for every county except Los Angeles County DMH—for this county only, the HQ Health Records Center staff provide the PRCS records electronically**).

## **Pre-Release Planning Process for Patients in Psychiatric Crisis**

### **Process**

If at any time between notification of release and the date of the planned release to PRCS, the Primary Clinician believes a patient may require immediate follow-up care upon release, the Primary Clinician will work with the CDCR institutional PRCS mental health liaison who will contact the CDCR Headquarters PRCS Statewide Mental Health Pre-Release Coordinator to arrange for care. The CDCR Headquarters PRCS Statewide Mental Health Pre-Release Coordinator will contact the County DMH clinician to arrange for care if any of the following conditions are met:

- Is a danger to self or others, or gravely disabled
- Cannot follow simple directions
- Has had multiple suicide attempts
- Is currently on involuntary administration of psychotropic medications
- Is unable to take public transportation
- Is on Clozaril

## Transportation

CDCR clinical staff will contact the CRM at the institution and, along with the institution's Classification and Parole Representative (C&PR), arrange transportation for the patient to a location that the County DMH identifies or to a hospital for a Welfare and Institutions Code (WIC 5150) evaluation.

Prior to transporting a patient to a community facility for a WIC 5150 evaluation, the Primary Clinician must advise the patient that he or she will be transported to a community facility for a psychiatric evaluation.

1. CDCR staff will **not remain** with the PRCS patient after he or she is transported to the designated community facility.
2. The releasing institution shall ensure that the patient is transported to the community facility with an application for a 72-hour detention (Application for 72 Hour Detention for Evaluation and Treatment [State of California – Health and Human Services Agency Form MH 302, Rev. 08/04]), with documentation of probable cause for the WIC 5150.05. This application will be dated the day the patient leaves the institution and should include the patient's mental disorder history. The document(s) will be placed in a sealed envelope and provided to the community facility evaluation staff at the time the documents arrive at the facility.

## Documents Sent to County DMH from CDCR

- I. **PRCS CDCR Package Cover sheet** — This cover sheet indicates the name and contact information of the CDCR institutional PRCS mental health liaison who can be contacted for additional information.
- II. **Authorization for Release of Protected Health Information** (Form CDCR 7385, Rev. 11/14) — This authorization form, when signed by the patient, allows CDCR staff to send PRCS mental health information to the County DMH contact person in order to facilitate the continuity of care.
- III. **Mental Health AIMS Examination for Tardive Dyskinesia** (Form CDCR MH-7390, Rev. 06/12) — This form is used to document the assessment of involuntary movement disorders for patients who are receiving antipsychotic medications.
- IV. **Suicide Risk Evaluation** (Form CDCR MH-7447, Rev. 10/13) — This form is used to document a patient's suicide risk factors and assess acute and chronic suicidal risk levels.
- V. **Mental Health Treatment Plan** (Form CDCR MH-7388, Rev. 11/14) — This form is used to document the patient's treatment plan, including clinical summary, problems, interventions, medications and goals of treatment; staff generally update the

treatment plan annually for patients in the CCCMS level of care and every quarter for patients at the EOP level of care.

**VI. Brief Mental Health Evaluation** (Form CDCR 7389, Rev. 07/11) — This form is used to summarize the patient's clinical history, current presentation and diagnosis.

**VII. County Mental Health Worksheet** (Rev. 8/4/2010) — This worksheet is used to document the patient's current mental health status and functioning at the time of release. The CDCR Primary Clinician completes this form once he or she has been notified that the patient is releasing to PRCS. It includes information related to any supplemental benefits that the patient has applied for; the patient's county of residence; whether the patient has completed a Medi-Cal application; clinical information concerning the patient; and the patient's level of functioning, including the activities of daily living such as the patient's ability to utilize public transportation.

## **Accessing Health Records Information after Release from Prison**

After release from prison, a patient's Unit Health Records (UHR) are stored and managed at the California Correctional Health Care Services' (CCHCS) Health Records Center. **All requests should include a signed ROI, which can be accessed at:**

<http://www.cphcs.ca.gov/docs/resources/CDCRForm7385.pdf>

**Requests for a patient's health records after release from prison can be sent to:**

**Mail request to:**

**CCHCS Health Records Center**  
P.O. Box 588500  
Elk Grove, CA 95758-8500

**Fax request to:** (916) 229-0002

**For additional information on requesting health records after a patient's release from prison, please call the CCHCS Health Records Center, at (916) 229-0475 (8am to 5pm, Monday through Friday).**

## **PRCS Contact Information**

For Mental Health PRCS Program general information, call number 916-691-0209.

## **PRCS Resource Information**

In addition to local resources known by the County Probation Department and the County DMH, the following Community Resource Directory link is available on the CDCR internet site:

[http://www.cdcr.ca.gov/Community\\_Partnerships/Resource\\_Directory.aspx](http://www.cdcr.ca.gov/Community_Partnerships/Resource_Directory.aspx)

Contact Information for County Departments of Mental Health:

<http://www.cbhda.org/about-cbhda/organizational-structure/>

CDCR Information on AB 109:

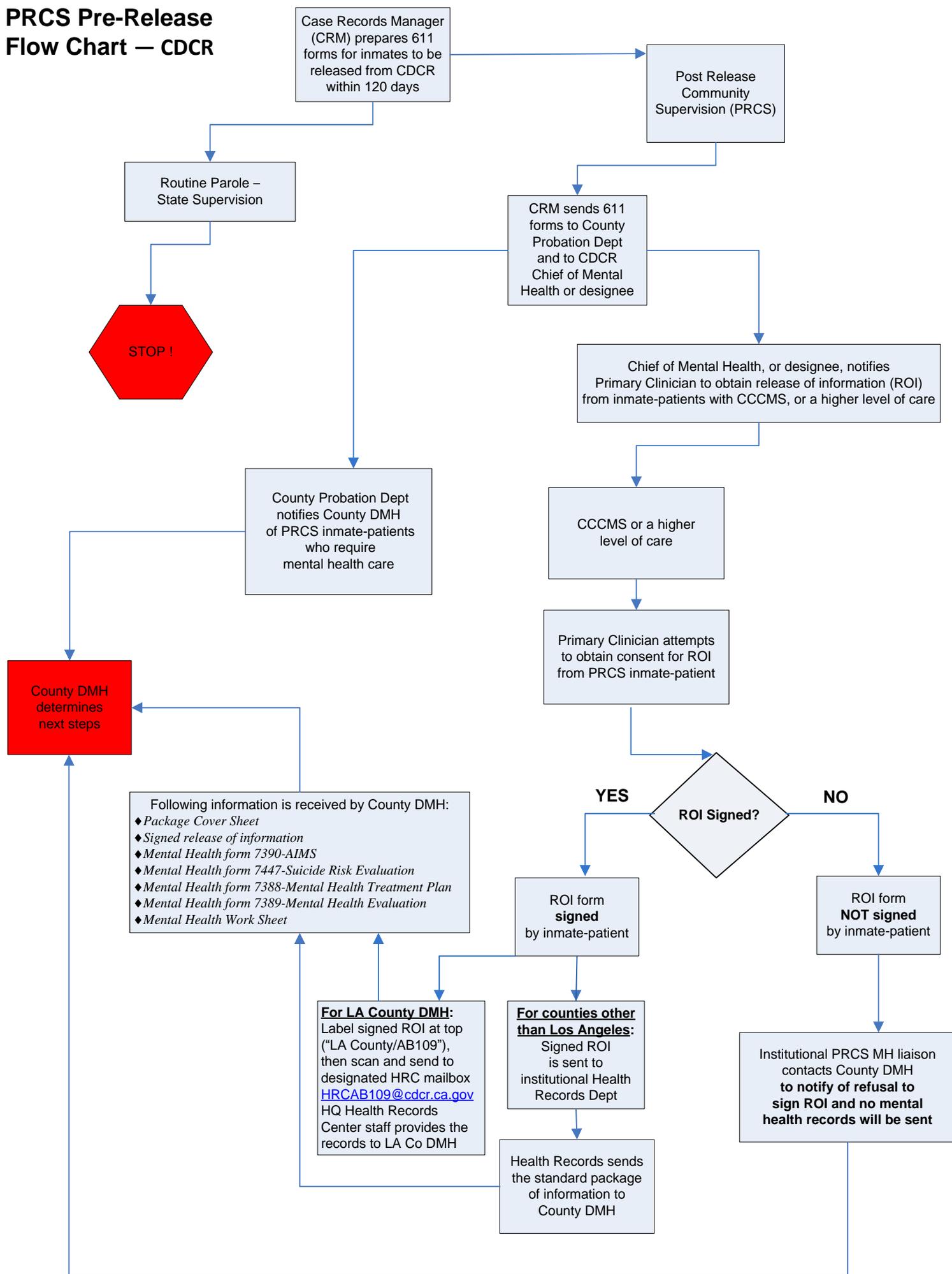
<http://www.cdcr.ca.gov/realignment/index.html>

# **APPENDIX**

## **I. PRCS Pre-Release Flow Chart**

## **II. List of Documents in PRCS Mental Health Release Package**

# PRCS Pre-Release Flow Chart — CDCR



# **CDCR Documents in PRCS Mental Health Release Package Submitted to the Counties**

The PRCS MH Release Package consists of the following forms:

1. Post Release Community Supervision CDCR Package Cover Sheet
2. Authorization for Release of Information (Form CDCR 7385, Rev. 11/14)
3. Mental Health AIMS Examination for Tardive Dyskinesia (Form CDCR MH-7390, Rev. 06/12)
4. Suicide Risk Evaluation and Addendum (Form CDCR MH-7447/MH-7447-B, Rev. 10/13)
5. Mental Health Treatment Plan (Form CDCR MH-7388, Rev. 11/14)
6. Brief Mental Health Evaluation (Form CDCR 7389, Rev. 07/11)
7. County Mental Health Worksheet (Rev. 8/4/10)