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| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
| Policy Name: Audits and Evaluations of Mental Health Services | | |
| Policy Number: 508.12 | Effective Date: 02/18/2016 | Page Number 1 of 3 |
| Authority: <i>Bryson/Evans</i> | Originating Division: <i>Executive Division</i> | Access Listing: <i>Level I: All Access</i> |

I. Introduction and Summary: Central Office Mental Health Services, under the direction of the Office of Health Services, will maintain the responsibility for auditing or evaluating mental health care delivery and/or services in Georgia Department of Corrections facilities.

II. Authority:

- A. Board of Corrections Rules and Regulations: 125-1-2-.10.
- B. NCCHC Correctional Mental Health Care Standards and Guidelines for Delivering Services 2014.
- C. NCCHC Standards for Health Services in Juvenile Detention and Confinement Facilities, 2011.
- D. This policy is replacing older policy VG26-0001.

III. Definitions:

None

IV. Statement of Policy and Applicable Procedures:

This procedure is applicable to all Georgia Department of Corrections facilities with a mental health mission.

- A. Central Office Mental Health Services will establish a schedule to ensure the periodic audit and/or evaluation of mental health care delivery and services. Findings and recommendations will be furnished in writing both to facility Warden/Superintendents and other divisional managers as appropriate.
- B. Audits and evaluations of mental health care delivery and services will incorporate the following:
 - 1. Georgia Department of Corrections Mental Health Standard Operating Procedures.
 - 2. National Commission on Correctional Health Care, Correctional Mental Health Care Standards and Guidelines for Delivering Services, 2014, and, where applicable, Standards for Health Services in Juvenile Detention and Confinement Facilities, National Commission on Correctional Health Care.

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3. At applicable facilities, monitoring services and delivery requirements and performance standards as stated required in the Contract for the Delivery of Comprehensive Health Services.
 4. Monitoring compliance with contemporary mental health practices in the community.
- C. The Georgia Department of Corrections State Mental Health Program Supervisor will determine the frequency of facility audits.
1. The Central Office Audit Team will review each mental health program facility at least every year, using the Comprehensive Audit Tool (M-26-01-05) or the Probation Detention Center Comprehensive Audit Tool (M26-01-07) developed by the State Mental Health Program Supervisor and/or designee.
 2. Each mental health program will perform one self-audit within six (6) months of the Comprehensive Audit, using the Comprehensive Audit Tool (M26-01-05) or the Probation Detention Center Comprehensive Audit Tool (M26-01-07).
 3. Each mental health program will respond to any audit deficiencies (score of less than 70 and/or identified areas of concern) by submitting a Corrective Action Plan (M-26-01-01) to the State Mental Health Program Supervisor and/or designee within one month of:
 - a. Receiving a Mental Health Audit Report from Central Office; and
 - b. Completing a self-audit.
- D. The Audit Team will be multi-disciplinary, consisting of core members and, as needed, trained/experienced substitutes/assistants. Large audits will require the use of additional discipline-specific staff members. Core members include the following:
1. GDC Chief of Psychological Services
 2. State Mental Health Program Supervisor's designee
 3. Mental Health Program Consultant
 4. Psychologist
 5. Psychiatrist
 6. Mental health nurse

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7. Activity Therapist (when applicable)
8. Mental health vendor representative(s) (as needed)

E. Mental Health professionals may be asked to assist with the audit workload and/or to provide an opportunity for professional development. Participants outside of the core Audit Team must:

1. Be approved by the State Mental Health Supervisor or the GDC Chief of Psychological Services; and
2. Have clinical/administrative experience in a mental health correctional facility that utilizes GDC SOPs.

V. Attachments:

All forms associated with this Standard Operating Procedure may be found on the Georgia Department of Corrections Intranet at Captive/Operations Planning and Training/Health Services/03 Mental Health Forms.

VI. Record Retention of Forms Relevant to this Policy:

Documentation of review and evaluation of functions and operations of correctional facilities and probation offices should be retained for five (5) years. See Department of Corrections Specific Retention Schedule No. 0467-0011.