

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Mental Health Staff Meetings		
Policy Number: 508.02	Effective Date: 02/18/2016	Page Number 1 of 2
Authority: Bryson/Evans	Originating Division: <i>Executive Division</i>	Access Listing: Level I: All Access

I. Introduction and Summary:

Mental Health staff meetings will be held weekly to ensure ongoing communication and professional growth within Mental Health units.

II. Authority:

- A. Georgia Department of Corrections Standard Operating Procedures: 501.01.07 [Administrative Meetings and Reports]
- B. NCCHC –2014 Adult Standard: P-03, P-33
- C. NCCHC —2011 Juvenile Standard: 4-03
- D. ACA 2014 Standard: 3-4328
- E. This policy is replacing older policy VG02-0001.

III. Definitions:

- A. Mental Health Treatment Team: May consist of but not limited to the Mental Health Unit Manager, Mental Health Counselors, Behavior Specialists, Psychiatrists, Advanced Practice Registered Nurses (APRNs), Psychologists, Mental Health Nurses, Activity Therapists, Teachers, Chaplains, and Multi-functional Corrections Officers (MFCO) or other Correctional Officers.
- B. Facility/Administration: Include Wardens/Superintendents, Deputy Wardens, along with other key security and Care and Treatment staff (e.g., Captain, Chief Counselor)
- C. Mental Health staff meeting: An inter-disciplinary meeting held to promote ongoing communication and improve program functioning.

IV. Statement of Policy and Applicable Procedures:

This procedure is applicable to all Georgia Department of Corrections facilities with a Mental Health mission.

- A. There will be a Mental Health staff meeting at least weekly chaired by the Mental Health Unit Manager.
- B. The members of the Treatment Team will attend the weekly meeting along with security staff routinely working with Mental Health Offenders.

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1. The Warden/Superintendent or designee will be invited to attend the weekly meetings.
2. Facility/Administration staff will be invited to attend staff meetings as needed.
3. Topics of weekly staff meetings will include but not be limited to:
 - a. Program issues
 - b. Caseload review
 - c. Institutional issues
4. Minutes of the weekly meeting shall include names of staff in attendance and topics discussed.

V. Attachments:

None.

VI. Record Retention of Forms Relevant to this Policy:

Minutes from Mental Health staff meetings will be retained by the Mental Health Unit Manager for a period indicated by Records Retention document found on Captiva.