



Department of Juvenile Justice, Division of Operations
Behavioral Services Unit Standard Operating Procedures

SOP VOL IV – 4.4-2	Statutory Authority: §§66-13, 66-18, 66-19, and 16-20 of the <u>Code of Virginia</u>
Subject: Mental Health Screening Upon Admission	New Regulations: 6VAC35-71-810
	Old Regulations: N/A ACA # 4-JCF-4D-02

2-1.0 PURPOSE

To establish uniform procedures for the mental health screening of residents upon admission to the Department of Juvenile Justice (DJJ) and following intersystem and intrasystem transfers.

2-2.0 SCOPE

This operating procedure applies to all juvenile correctional centers (JCCs) and the Behavioral Services Unit (BSU) staff assigned to them.

2-3.0 DEFINITIONS

Balanced Approach Data Gathering Environment (BADGE) – An electronic case record on each juvenile beginning at the initial contact with the court and continuing until the release from supervision. The system also serves to generate a variety of reports using the information collected on the residents.

Behavioral Health Record (BHR) – A resident’s mental health record maintained at the JCC to which the resident is assigned.

Casework Reader – A counselor assigned to read the commitment packet prior to a resident’s arrival at RDC.

Master File – The two resident case records (Part A and B) maintained at the Reception and Diagnostic Center (RDC) which contain documentation, commitment material, evaluation material, and all reports, correspondence, medical, psychiatric, psychological, and substance abuse material generated on a resident while in direct care.

Mental Health Screening – The review by a QMHP of any history of psychological problems and examination of any current psychological problems to determine, with reasonable assurances, that a resident poses no significant risk to themselves or others.

Qualified Mental Health Professional (QMHP) – A physician, psychiatrist, psychologist, social worker, nurse, or other advanced degree professional that is designated as a QMHP by the DJJ Behavioral Services Unit (BSU). These professionals will be qualified by virtue of appropriate training and experience to render mental health services within their discipline. In collaboration with the DJJ Health Services Division, BSU will maintain a database of QMHPs within DJJ institutions.

Transfer File – Resident case record maintained at the JCC to which the resident is assigned.

2-4.0 PROCEDURE

All mental health screenings shall be completed in accordance with this procedure.

2-4.1 Mental Health Screening

1. Each resident shall have a mental health screening conducted as soon as practicable upon admission to the facility by a QMHP or a nurse trained by a QMHP to administer the mental health screen to ensure the resident does not pose a health or safety threat to self or others and to identify and address urgent mental health needs.
2. The mental health screening shall consist, at a minimum, of a clinical interview and observation using a mental health screening form approved by the BSU Director (See Attachment 1).
3. The QMHP or trained nurse conducting the clinical interview shall inquire and document the following on the mental health screening form:
 - a. History of self-injurious behavior and/or suicidal behavior;
 - b. History of inpatient and outpatient psychiatric treatment;
 - c. History of alcohol and other drug use;
 - d. History of treatment for alcohol and other drug use;
 - e. Current suicidal ideation;
 - f. Current mental health complaint;
 - g. Current treatment for mental health problems;
 - h. Current prescribed psychotropic medications; and
 - i. History of sexual or physical abuse.
4. The QMHP or trained nurse shall also document observation of the following on the mental health screening form:
 - a. General appearance and behavior;
 - b. Evidence of abuse or trauma; and
 - c. Current symptoms of psychosis, depression, anxiety, and/or aggression.
5. A resident who, in the opinion of the QMHP, poses a health or safety threat shall not be admitted to the general population.
6. The QMHP or trained nurse shall refer the resident to appropriate mental health services, including emergency mental health interventions, as applicable and appropriate.

2-4.2 Informed Consent and Allegations of Abuse or Neglect

1. The QMHP or trained nurse shall inform the resident of the purpose of the mental health screening and the limits of confidentiality regarding safety and security.
2. The QMHP or trained nurse shall inform the resident of the statutory duty of DJJ employees to report allegations of abuse or neglect.
3. The QMHP or trained nurse shall inform the resident that information disclosed will be used for treatment planning.

5.08-4.3 Documentation

1. Copies of screens related to intersystem transfers will be placed in the medical chart and

distributed in accordance with HSOP VOL IV-4.3-4.03.

2. Intrasystem Mental Health Screening Forms shall be filed in the resident's BHR.
3. The QMHP shall document in BADGE that the mental health screening was completed and any significant clinical findings important for the supervision and/or management of the resident.
4. If, based on the clinical interview and observation, the QMHP determines that increased monitoring or supervision of the resident is necessary, the QMHP shall submit a BSU Incident and Recommendations Form to the Shift Commander to ensure that risk management recommendations are communicated.

5.08-5.0 RESPONSIBILITY

The local BSU Treatment Director shall be responsible for implementing this procedure.

5.08-6.0 INTERPRETATION

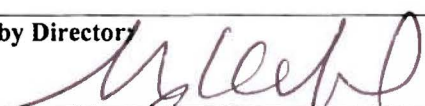
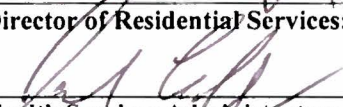

The Health Services Administrator, in consultation with the Director of Residential Services, shall be responsible for the interpretation of this procedure. The Health Services Administrator shall be responsible for granting exceptions to this procedure.

5.08-7.0 CONFIDENTIALITY

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution of the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

5.08-8.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 8/11/15
Approved by Director of Residential Services: 	Date: 9/29/15
Approved by Health Services Administrator: 	Date: 9/29/15
Effective Date: December 9, 2015	Office of Primary Responsibility: Director of Residential Services, Health Services Administrator The BSU Treatment Director Local BSU Treatment Directors – Juvenile Correctional Centers
Supersedes: N/A	Forms: None.