



Department of Juvenile Justice, Division of Operations
Standard Operating Procedure for the Behavioral Services Unit

SOP VOL IV – 4.4-4	Statutory Authority: Code of Virginia, Title 66 (§ 66-18) (§ 66-19)
Subject: PSYCHOLOGICAL APPRAISALS AND EVALUATIONS	New Regulations:
	Old Regulations: ACA #: 4-JCF-4D-04

4-1.0 PURPOSE

To provide uniform procedures for the initial Psychological Appraisal of residents upon admission to the Department of Juvenile Justice (DJJ) and for completion of psychological evaluations of residents at DJJ's juvenile correctional centers (JCCs).

4-2.0 SCOPE

This operating procedure applies to DJJ's initial intake facilities, all JCCs, and the Behavioral Services Unit (BSU) staff assigned to them.

4-3.0 DEFINITIONS

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

Mental Health Evaluation – The review of mental health screening, psychological appraisal information, and additional information collected by a qualified mental health professional (QMHP) to assist in the determination of therapeutic services to be provided.

Master File - The two resident case records (Part A and B) maintained at 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 Qualified Mental Health Professional (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.

Psychological Appraisal – The review of mental health screening information by a QMHP and the obtaining of additional information to assess the level of functioning on multiple psychological domains.

Psychological Evaluation – An evaluation by a QMHP of a resident's mental health screening, mental health history, behavior, and collection and review of information from individual diagnostic interviews.

Transfer File - A duplicate of the two master files (Parts A and B) which accompanies the resident to a placement at the JCC.

4-4.0 PROCEDURE

All Psychological Appraisals and psychological evaluations shall be completed in accordance with this procedure.

4-4.1 Psychological Appraisals

1. The local treatment director or designee at the initial intake facility shall, within two business days of receipt of the mental health screening (VOL IV-4.3-4.02 New Admission Health Assessment) review all mental health screens and the commitment packet for the following:
 - a. Mental status;
 - b. History of self-harm; Psychotic symptoms; and
 - c. Sex offender behaviors, current and historical.
2. Upon review of this information, the local treatment director shall assign the case to a psychological evaluator for completion of the Initial Suicide Risk Evaluation and Psychological Appraisal.
3. All residents shall receive an initial Suicide Risk Evaluation (see attached) within 72 hours of arrival.
4. Within 14 days of admission, all residents shall receive a Psychological Appraisal. The appraisal shall include a face-to-face interview with the resident utilizing an objective instrument (e.g., PIY or TSCC).
5. Prior to completion of the Psychological Appraisal, BSU staff shall administer additional assessment tools and refer for a Mental Health Evaluation as indicated, based on need.

4-4.2 Psychological Appraisal Documentation

1. The report generated from a psychological appraisal shall contain the following information:
 - a. The results of any objective instrument and additional assessment tools utilized.
 - b. An assessment of current mental status which, in addition to assessment of organic, affective, cognitive, and interpersonal functioning, shall include the following components:
 - i. Historical information relevant to the psychological functioning of the resident including:
 1. Prior mental health and drug and alcohol treatment;
 2. Prior educational history;
 3. History of emotional, physical, and sexual abuse; and
 4. Family history;
 - ii. Assessment of current suicidal and self-injury potential;
 - iii. Assessment of violence potential;
 - iv. Assessment of alcohol and other drug abuse or addiction;
 - v. Assessment of general mental health functioning;
 - vi. Assessment of emotional, physical, and sexual abuse;
 - vii. Referral for treatment as indicated; and

viii. Recommendations concerning housing and program participation;

2. The psychological appraisal shall be signed, dated, and forwarded to the local treatment director or designee.
3. The local treatment director or designee shall review the psychological appraisal and ensure that referrals are forwarded to the appropriate provider.
4. The completed appraisal shall be filed in the BHR within 14 business days of the resident's admission to the intake facility.

4-4.3 Intake Psychological Evaluations

BSU shall complete an intake Psychological Evaluation on all residents within 30 days of admission to the initial DJJ intake facility.

4-4.4 Referred Psychological Evaluation

1. The local BSU Treatment Director or designee shall review all requests for new or additional psychological services and refer residents for evaluations, including an updated psychological evaluation, as indicated.
2. The local BSU Treatment Director shall assign BSU staff to conduct an updated psychological evaluation, as applicable and appropriate.
3. Whenever it is determined that an updated psychological evaluation will be completed, BSU shall complete the evaluation within 30 days of the referral request date.

4-4.5 The Psychological Evaluation shall include, at a minimum, the following:

1. Review of mental health screening and appraisal information;
2. Review of the resident's mental health, behavioral health, and trauma history;
3. Direct observations of the resident's behavior;
4. Collection and review of additional information from individual diagnostic interviews and, as appropriate, assessing personality, intellect, and/or coping abilities;
5. Recommendations for treatment with appropriate referral to include transfer to a specialized unit or appropriate mental health facility when psychiatric needs exceed the JCC treatment capabilities; and
6. Recommendations for treatment interventions based on mental health issues, trauma impairment, and general level of functioning.

4-4.6 Documentation

A written report describing the results of the Psychological Evaluation shall be placed in the resident's BHR, Master File B, and Transfer File B.

4-5.0 RESPONSIBILITY

The local BSU treatment director shall be responsible for ensuring implementation and compliance with this operating procedure.

4-6.0 INTERPRETATION

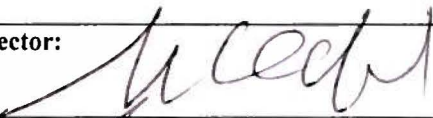


The Health Services Administrator, in consultation with the Director of Residential Services, shall be responsible for interpreting and granting any exceptions to this procedure.

4-7.0 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.

4-8.0 REVIEW DATE

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

Approved by Director:		Date:	8/14/15
Approved by Director of Residential Services:		Date:	9/29/15
Approved by Health Services Administrator:		Date:	9/29/15
Effective Date:	December 9, 2015		
Supersedes:	N/A	Office of Primary Responsibility:	Director of Residential Services, Health Services Administrator The BSU Treatment Director Local BSU Treatment Directors – Juvenile Correctional Centers
		Forms:	None.