

Monterey County Behavioral Health Quality Improvement

PROTOCOL

GENERAL GUIDELINES TO FOLLOW IF A CLIENT IS IN JAIL

- Verify information by looking online at the Sheriff's Department website <https://www.montereysheriff.org/inmates/>
- The booking number, name, age, sex, charges, bail amount, date of arrest, arresting agency will be listed there.
- From this information you should be able to get an idea of the seriousness of the charges.
- If the client is on medications prescribed by one of our psychiatrists ask the Medical Assistance (MA) to fax the most recent med list to California Forensic Medical Group (CFMG) at the jail. Family members (with a valid authorization for disclosure signed by client) can also be educated that they can take Rx medications to the jail and turn them in to CFMG; they should ask to speak to someone from medical.
- Please ensure a signed authorization for disclosure by the client has been signed prior to communication with Probation Department if your client is on formal probation. If an authorization for disclosure has been signed and is valid, it may be helpful to call the assigned probation officer (PO) and inquire about nature of the charges. You will also be able to request information on your clients' terms/conditions of probation, etc. so you can work with them to stay on track and out of jail.
- An authorization for disclosure is necessary for communication with CFMG and to receive any information or medication records from them upon your client's release or to coordinate care while client in custody. It will need to be faxed to CFMG at 831-755-3881. The outpatient psychiatrist will want these records so please request them.

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- Please feel free to consult with the adult forensic team supervisors or manager for additional guidance or as a resource for jail coordination matters.
- Just because you have learned your client is in jail, you do not need to rush over to see them. That may not be the best course of action or clinically appropriate. This should be evaluated on a case by case basis and discussed with your supervisor and/or the treatment team to determine the best approach. Perhaps a better plan is to meet with them in custody closer to their release date for discharge planning/coordination/continuity of care, what did they learn, what will they do differently next time? This can be an opportunity to join with them around how they can stay out of jail in the future.
- If you plan to go to the jail to visit a client or conduct an assessment, please follow the jail visitation guidelines and schedule an appointment online. Several staff and support staff (PSR's) in the different regional offices have access to help you schedule an appointment. <https://www.mtyhd.org/QI/index.php/monterey-county-jail-visitors-policy/>
- ***Remember:*** All services provided are “non-billable” due to the client’s status of being incarcerated. Jail is a lockout for billing purposes. Documentation of services provide to or on behalf of the client are necessary. CFMG is responsible for their mental health treatment while in custody.
- A client that will be on parole upon release from custody will be referred to State Parole Outpatient Clinic and not county BH services. Close the case.

WHAT TO DO WITH THE OPEN EPISODE (TO CLOSE OR NOT)

- 1) For ASOC / SMI population clients, if the charges seem to indicate they may get out within approximately 3 month (short-term) and return to services you probably want to keep the episode open for when the client returns and coordinate discharge. (Note: This may be different for ACCESS clients given the nature of ACCESS services so consult with your supervisor.)

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- 2) For ACCESS if we have been seeing the client short-term/or have not yet assessed and if the charges are long-term, consult with your supervisor about closing the episode.
- 3) If we have been seeing a client who is now in jail and the charges are long term, write all your outstanding progress notes and consult with your supervisor about closing the episode.
- 4) If we have been seeing a client who is now in jail and the charges are short-term, you may want to keep the episode open while you wait for client to return to outpatient care.
- 5) Consult with your Supervisor to determine the best course of care for each individual.
- 6) Also refer to MCBH Policy 409 on Case Closing.

IMPORTANT NUMBERS

CFMG / Medical	755-3885	755-3881 (FAX)
Jail	759-7210	