

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: August 16, 2017

SUBJECT: Director's Instruction # 358, Mental Health Transition Program

This Director's Instruction is effective immediately and will remain in effect until incorporated into the appropriate Department Order. This Director's instruction shall be reviewed for modifications after 90 calendar days.

PURPOSE:

This Director's Instruction is being implemented to facilitate a program for inmates assigned to the mental health watch areas to successfully reintegrate onto a general population unit. The program allows inmates continued mental health observation in a group environment while maintaining enhanced monitoring by security staff.

This modifies the transition steps for inmates coming off a mental health watch and who are returning to general population units.

PROCEDURE:

1.0 INTAKE AND ASSESSMENT

1.1 Inmate Selection

- 1.1.1 An Interdisciplinary Selection Team (IST), consisting of a Mental Health Professional, Rincon Security Series Representative, Manzanita COIII/COIV, and a Manzanita Security Series representative shall convene once weekly, or as needed, to evaluate potential candidates for admission to this transitional program.
- 1.1.2 The IST shall decide the inmate suitability based upon inmate behavior, disciplinary history, programming history, mental health history, mental health needs and their present issue for participation in the Mental Health Transition Program.

- 1.1.3 Contract Beds personnel requesting inmate reviews will notify the Manzanita Deputy Warden who will convene a review within the next business day. The requesting unit will be immediately advised of the results.
- 1.2 Manzanita Transition Program Intake
 - 1.2.1 Selected inmates who are transitioning and no longer on watch may be transported to Manzanita Unit if selected.
 - 1.2.2 Transfer of inmates that are selected from a contracted facility for this transitional program will be coordinated through Central Office Classification.
- 1.3 Mental Health Transition Program Orientation
 - 1.3.1 Mental Health Staff shall conduct an orientation for the newly arrived inmate within 24 hours of their arrival. Mental health staff shall explain:
 - 1.3.1.1 Description of the program.
 - 1.3.1.2 Expectations of the inmate's participation.
 - 1.3.1.3 Goals of the program.
 - 1.3.2 The Manzanita orientation shall specify unit expectations based on the current unit brochure.

2.0 TRANSITION PROGRAM

- 2.1 Mental Health Transition Program.
 - 2.1.1 Frequency of Mental Health Provider contact:
 - 2.1.1.1 Inmates accepted into the Mental Health Transition Program shall have contact with Mental Health Staff a minimum of two times each week.
 - 2.1.1.2 Any unit staff member may refer inmates to mental health staff for an assessment.
 - 2.1.2 Group Psycho Educational sessions shall be conducted two times each week by Mental Health Staff.
 - 2.1.3 Recreational Therapy sessions shall be conducted two times each week.

2.1.4 Program Reviews shall be conducted weekly with a projected completion date of 21 calendar days. The Program Review team consisting of Mental Health Staff, Manzanita Deputy Warden or their designee, HU4 COIII and a Manzanita Security Staff representative shall discuss the following items:

2.1.4.1 Individual inmate evaluation based upon:

2.1.4.1.1 Inmate Participation.

2.1.4.1.2 Personal Conduct/Behavior.

2.1.4.1.3 Personal Hygiene.

2.1.4.1.4 Inmate Self-Evaluation.

2.1.4.2 The Program Review Team may award incentives to participants for successful progress within the program. The incentives include:

2.1.4.2.1 Earn incentives based on current Phase Level.

2.1.4.2.2 Additional Recreation Sessions.

2.1.4.2.3 Integrated Housing Program incentives.

3.0 PROGRAM PROGRESS REVIEW

3.1 Weekly, the Review Team shall assess each inmate individually and recommend one of the following courses of action:

3.1.1 Continue in program. Inmate is participating in the program and meeting expectations, but is not ready to transition to a general population setting. The Review Team will reevaluate the inmate in a week.

3.1.1.1 If the inmate has exceeded 21 calendar days he will remain in the program as needed until the review team decides otherwise.

3.1.2 Removal from the program. Prior to the projected 21 calendar days the inmate may be removed from the program due to inmate not participating in the program or demonstrates behavior/conduct that is incompatible with a group setting. Inmate will be evaluated by mental health and housed accordingly.

3.1.2.1 If the inmate is placed on a Mental Health Watch, once the inmate comes off watch, the Interdisciplinary Selection Team will reevaluate the inmate for placement back into the Mental Health Transition Program. If the inmate is denied the Mental Health Transition Program, the inmate will be moved to a general population yard congruent to his classification.

3.1.3 Transition out of the program to the general population. Upon the 21 calendar day review, the Review Team agrees the Inmate has demonstrated sufficient progress within the program and is ready to transition to a general population yard. Inmate is given a self evaluation and agrees to house in general population.

3.1.3.1 The inmate will be transferred to a general/specialty population yard appropriate to the inmate's mental health needs.

ATTACHMENTS:

Attachment A – Mental Health Transition Program Activities

{Original Signature on File}

**MANZANITA UNIT
MENTAL HEALTH TRANSITION PROGRAM ACTIVITIES**

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)	0630 INSULIN CALL (IN HOUSE)
0700 AM MEAL	0700 AM MEAL	0700 AM MEAL	0700 AM MEAL	0700 AM MEAL	0700 AM MEAL	0700 AM MEAL
0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)	0730 MED PASS (IN HOUSE)
0730-1030 REC HU4/DAY	0800-1000 REC HU4/DAY	0730-1030 REC HU4/DAY	0800-1000 REC HU4/DAY	1045-1145 REC (SM. REC)	0730-1030 REC HU4/DAY	0800-1000 REC HU4/DAY
ROOM/PHONE	ROOM/PHONE	ROOM/PHONE	ROOM/PHONE	1100 COUNT	ROOM/PHONE	ROOM/PHONE
1100 COUNT	1045-1145	1100 COUNT	1045-1145 REC	1200 MID MEAL	1100 COUNT	1045-1145 REC
1230-1400 NAIL CLIPPERS	LARGE REC FIELD	1200 MID MEAL	LARGE REC FIELD	1230-1400	1200 MID MEAL	LARGE REC FIELD
BEARD CLIPPERS	1100 COUNT	1230-1400	1100 COUNT	NAIL CLIPPERS	1230-1400	1100 COUNT
1400-1530 POD	1230-1400	NAIL CLIPPERS	1200 MID MEAL	BEARD CLIPPERS	NAIL CLIPPERS	1200 MID MEAL
SANITATION	NAIL CLIPPERS	BEARD CLIPPERS	1230-1400	1400-1530 POD	BEARD CLIPPERS	1230-1400
1545-1645 LARGE	BEARD CLIPPERS	1400-1530 POD	NAIL CLIPPERS	SANITATION	1400-1530 POD	NAIL CLIPPERS
RECREATION FIELD	1400-1530 POD	SANITATION	BEARD CLIPPERS	1600 COUNT	SANITATION	BEARD CLIPPERS
1600 COUNT	RECREATION FIELD	1545-1645 LARGE	1400-1530 POD	1700 PM MEAL	1545-1645 LARGE	1400-1530 POD
1700 PM MEAL	SANITATION	RECREATION FIELD	SANITATION		RECREATION FIELD	SANITATION
	1600 COUNT	1600 COUNT	1600 COUNT		1600 COUNT	1600 COUNT
	1700 PM MEAL	1700 PM MEAL	1700 PM MEAL		1700 PM MEAL	1700 PM MEAL
			1730-1900 REC HU4/DAY			1730-1900 REC HU4/DAY
			ROOM/PHONE			ROOM/PHONE

It should also be noted that inmates at any time while in their assigned living area (POD) they are able to move about freely in the pod and use the showers except during formal counts at 1100 and 1600 hours.

Games and other activities are also available for check out and use by the inmates while in their living areas. These activities are meant to promote pro-social interaction with others and provide unstructured leisure activities for the inmates.

**MANZANITA UNIT
MENTAL HEALTH TRANSITION PROGRAM**

TIME	HU4A MONDAY, THURSDAY SATURDAY
0600 – 0700	
0730 - 1030	HU4 REC FIELD/DAY ROOM/PHONE
1045 – 1145	
1545 – 1645	LARGE REC FIELD
1700 – 1900	
	12 hours

TIME	HU4A TUESDAY, FRIDAY, SUNDAY
0600 – 0700	
0800 - 1000	HU4 REC FIELD/DAY ROOM/PHONE
1045 – 1145	LARGE REC FIELD
1545 – 1645	
1730 – 1900	HU4 REC FIELD/DAY ROOM/PHONE
	13.5 hours-total 25.5 hours for week