

<p style="text-align: center;"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF</b> <b>CORRECTIONS</b></p>	<p style="text-align: center;"><b><u>INTERIM MEMO:</u></b> <b>Mental Health and Medical Assessments</b></p>	<p style="text-align: center;"><b>Page 1 of 1</b></p>						
<p><b>Local Procedure(s) Required:</b> No. <b>Applicability:</b> All staff (including contractors and volunteers) <b>Security Level:</b> “B” – Anyone may have access to this document.</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>SIGNED</b></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>1/11/2019</b></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>1/11/2019</b></td> </tr> <tr> <td style="text-align: center;"><b>Michael Touchette, Commissioner</b></td> <td style="text-align: center;"><b>Date Signed</b></td> <td style="text-align: center;"><b>Effective Date</b></td> </tr> </table>			<b>SIGNED</b>	<b>1/11/2019</b>	<b>1/11/2019</b>	<b>Michael Touchette, Commissioner</b>	<b>Date Signed</b>	<b>Effective Date</b>
<b>SIGNED</b>	<b>1/11/2019</b>	<b>1/11/2019</b>						
<b>Michael Touchette, Commissioner</b>	<b>Date Signed</b>	<b>Effective Date</b>						

This interim memo amends DOC Administrative Directive #371.02 Case Management. This interim memo covers the sharing of information, as allowed by law, between casework staff and the health services contractor, specifically regarding medical and mental health assessments and evaluations performed by a designated agency or provider.

The following procedures apply:

1. The Probation and Parole Officer (PPO) and Corrections Service Specialist (CSS) shall upload all medical and mental health assessments and evaluations performed by a designated agency or provider that they have knowledge of into the inmate/offender’s Offender Management System (OMS) record into the medical tab’s attachment section. Documents shall have a document category of “Medical and Mental Health Information” and have a document name as either:
  - a. Mental Health Assessment/Evaluation; or
  - b. Medical Assessment/Evaluation.
2. If the inmate is currently housed in a correctional facility, upon upload of a medical and mental health assessments and evaluations, the OMS shall send an electronic notification to the Facility Health Services Administrator (HSA) of any medical and mental health assessments and evaluations uploaded into the medical tab’s attachment section in the inmate’s OMS record.
3. If the offender is currently supervised by a field site, OMS shall send an electronic notification to the HSA if an offender is reincarcerated indicating that there are medical and/or mental health assessments and evaluations uploaded in the medical tab’s attachment section within the offender’s record in OMS.