

Mental Health Record

Section 1

Progress Notes

Progress Notes in DAP Format (D= Data, A = Assessment, P = Plan)
[Form M20-02-02]

(Includes notes made by any member of the treatment team, including counselors, behavior specialists, psychologists, psychiatrists, etc.)

Non-Adherence Documentation [Form P-33-0003.01]

Group Session Notes [Form M20-01-02]

Mental Health Progress Note [Form M20-02-02/M20-02-02B]

Psychiatric Progress Note [Form M20-02-03]

Discharge Summary Note [Form M32-01-01]

Iso/Seg Progress Notes {48/Weekly or 30/90 day} [Form M40-01-03 or M40-01-04]

ACU Admission /Discharge Summary / Discharge note [Form M70-01-02-05]

CSU Admission/ Discharge Summary/ Discharge Note [FormM70-02, 03, 06, 09]

Mental Health Transfer Summary [Form M80-01-01]

Integrated Treatment Facility (ITF) document – Monthly Summary Report

Mental Health Record

Section 2

Treatment Plans

Mental Health Diagnosis List [Form M20-01-05]

Initial Treatment Plan [Form M50-01-01]

Comprehensive Treatment Plan [Form M50-01-02]

Comprehensive Treatment Plan Review [Form M50-01-03]

Activity Therapy Assessment and Plan [Form M56-01-01]

Semi-Annual Utilization Review [M27-01-03]

**Mental Health Profile Form (Diagnostic Facilities only)
[Form M20-01-03]**

Integrated Treatment Facility (ITF) documents – Phase Up Progression Forms

Mental Health Record

Section 3

Previous Records

Previous Treatment Records

Including the following:

Department of Human Resources Records

Private Hospital Records

Private Mental Health Professional's Records

Local School System Records

Department of Corrections' Mental Health Records

From Prior Incarcerations

Integrated Treatment Facility (ITF) documents – *Department of Community Supervision (DCS) and other agency documentation*

**Copies of DHR or GDC forms used to request the above records
[M31-01-03, Authorization for Release of information]**

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Section 4

Evaluations

Referral Form [Form M35-01-01] (*Including a copy of the response to the referring party*).

Diagnostic Reception Screen Form [Form M30-01-01]

Mental Health Evaluation for Services Form [Form M31-01-01]

Mental Status Evaluation [Form M31-01-02] when not used as an attachment to another form (such as a progress note in section 1)

Mental Health related consultations, (e.g. neurological examinations)

Psychiatric / Psychological Evaluations (*Excluding follow-up progress notes*) [M60-01-06]

Psychological Tests Interpretive Reports

Parole Evaluations [M31-01-06]

Physical/Sexual Allegation Evaluations [Form M55-01-03/M55-01-04]

Mental Health Evaluations for Disciplinary Reports [Forms M34-01-01 and M34-01-02]

Behavior Therapy Unit Referral [M57-01-05]

Suicide Risk Assessment [M69-01-01]

Integrated Treatment Facility (ITF) documents – Addiction Severity Index, Four Quadrants of Care, Learning Experiences (LEs), Staff Awareness documentation, other evaluations

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Section 5

Medico-legal Documentation

Consent to Mental Health Evaluation or Treatment [Form M20-02-01]

Consent to Mental Health Evaluation following a Sexual Allegation [M55-01-02]

Medication Informed Consent [Form M60-01-01]

Release of Information Requests [Form M31-01-03] (When used to grant authority for Georgia Department of Corrections to release information to another party)

Involuntary Medication Documents [Forms M66-01-01 thru M66-01-07]

Heat Precautions [Form M60-01-04]

Refusal of Treatment [M20-02-04]

Behavioral Therapy Unit Due Process Committee [M57-01-03/04/08/09/10]

Involuntary Hospitalization [M65-01-04/M65-01-05]

Department of Human Resources Form [Form 1013]

Miscellaneous Medico-legal Documents

Mental Health Record

Section 6

Physician's Orders

Copies of Mental Health Related Medication Orders

Copies of Mental Health Related Lab/Medical Procedures Orders

Copies of Mental Health Related Lab/Medical Procedures Reports

AIMs Evaluations [Form M60-01-02]

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Section 7

Miscellaneous

Letters, Notes, Cards, Drawings, etc. from the offender to any Mental Health Staff Member

Letters, etc., to any Mental Health Staff Member from the offender's Family, Friends, or Attorney

Copies of Incident Reports *(Except those related to seclusion/restraint)*.

Copies of Use of Force Reports *(Except those related to seclusion/restraint)*

Copies of Referral Forms to Community Agencies and/or Transitional Centers for Post-Release Plans [e.g., M31-01-03; M85-01-01]]

Lockdown Placement Clearance For Protective Custody [M40-01-02]

Suicide/Self Injurious Behavior [M68-01-09]

Mental Health Related Movement Orders

Miscellaneous Documents

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Section 8

Restraints

Copy of Restraints Documentation

Including the following:

Progress notes pertaining to restraint episodes

Psychiatrist's order for restraint [Form M67-01-01]

Mental Health professional's log [Form M67-01-02]

Correctional officer/medical staff's log for restraint [Form M67-01-03]

Medical staff/correctional officer's 24-hour log [Form M67-01-04]

Daily notification to the warden [Form M67-01-05]

Use of force/incident reports related to restraint.

(Note: All originals of these documents are to be filed in the medical record, section five.)

Specialized MH Treatment Unit Admission Form [M-57-01-02]

Specialized MH Treatment Unit Comprehensive Plan [M57-01-07]

Notification to Warden/Superintendent (24-hour Observation) [M68-01-05]

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Section 9

INTEGRATED TREATMENT FACILITY (ITF)

DOCUMENTS

[Overflow from Sections 1 & 4: Group Notes, Learning Experiences (LEs), Staff Awareness documentation, etc]